



SPECIAL EVENTS PERMIT APPLICATION COMMUNITY DEVELOPMENT DEPARTMENT

VALENICA COUNTY

444 LUNA AVE

LOS LUNAS, NM 87031

(505) 866-2050

This application constitutes a request for a **Temporary Use Permit** pursuant to § 154.056 of the Valencia County Zoning Ordinance. A temporary use permit is required for any non-permissive use intended to occur for a limited period of time. Approval of this application, with or without conditions, constitutes the County's sole authorization for the temporary use.

**Completed application must be submitted at least 30 (thirty) days before the event date.
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

EVENT INFORMATION

Contact Person _____ Organization _____

Mailing Address _____

Phone Number _____ Email _____

Will alcohol be served at the event, or will attendees be permitted to bring alcohol? ☐ Yes ☐ No

Is the event a fundraiser? ☐ Yes ☐ No If yes, who is the beneficiary? _____

Event Name _____ Estimated Attendance _____

Event Dates _____ Event Hours _____

Location of Event _____

Property Zone _____ Current Primary Use of Property _____

Is the proposed event a use otherwise permitted in this zoning district? ☐ Yes ☐ No

If no, briefly describe why the proposed use is temporary in nature: _____

SUPPORTING DOCUMENT CHECKLIST

Detailed Information Attached

- ☐ 1. PROPOSAL LETTER – INCLUDED (**REQUIRED**)
- ☐ 2. PROPERTY PROFILE OR OWNER'S AUTHORIZATION (**REQUIRED**)
- ☐ 3. SITE PLAN (**REQUIRED**)
- ☐ 4. TRAFFIC PLAN – MUST INCLUDE SIGN PLACEMENT (**REQUIRED**)
- ☐ 5. NMDOT HIGHWAY PERMIT – REQUIRED STATE HIGHWAY (**REQUIRED**)
- ☐ 6. VALENICA COUNTY SHERIFF PERMISSION (**REQUIRED**)
- ☐ 7. VALENICA COUNTY FIRE DEPARTMENT INSPECTION (**REQUIRED**)
- ☐ 8. CERTIFICATION OF INSURANCE (**REQUIRED**)
- ☐ 9. NEW MEXICO ENVIRONMENTAL DEPARTMENT FOOD PERMIT (IF APPLICABLE)
- ☐ 10. VALENICA COUNTY SOLID WASTE SERVICES (IF APPLICABLE)
- ☐ 11. LIQUOR LICENSE (IF APPLICABLE)
- ☐ 12. LIST OF VENDORS (IF APPLICABLE)

POLICIES AND PROCEDURES

In issuing a Temporary Use Permit, the County may impose reasonable conditions as necessary to preserve the purpose and intent of the underlying zoning district, including but not limited to conditions related to setbacks, fencing or screening, signage, lighting, hours of operation, duration of the use, or financial assurances.

1. Applicant must inform the Valencia County Community Development Department as to the status of obtaining other required permits, approvals, etc.
2. All debris and trash are the responsibility of the event organizer. It must be removed from the event site during the event and the site must be cleaned within twelve (12) hours after the end of the event.
3. Based on the nature and size of the proposed event, Valencia County may require on-site security, first aid, and/or medical services to be provided at the expense of the applicant. It will be the responsibility of the applicant to contract such services as required.
4. Bonfires and outdoor barbecues are not allowed without a permit from the Valencia County Fire Department.
5. Amplified sound shall not exceed a level of amplification permitted under the Valencia County codes and/or parks.

SPECIAL EVENT VENDOR LIST IF APPLICABLE

(1) Vendor (Organization Name): _____

Vending Item: _____

Contact Name: _____

Phone Number _____ Email _____

Is Vendor Registered with the Valencia County: ☐ Yes ☐ No

(2) Vendor (Organization Name): _____

Vending Item: _____

Contact Name: _____

Phone Number _____ Email _____

Is Vendor Registered with the Valencia County: ☐ Yes ☐ No

SIGNATURE(S) OF AUTHORIZED APPLICANT(S)

I, the undersigned representative, have read the Special Events Application and the Policies and Procedures contained herein and I am duly authorized by the event organization/business to submit this application on its behalf. By submitting this application, the Applicant certifies and acknowledges the following:

1. The proposed temporary use and any associated structures will comply with all standards, limitations, and requirements of the zoning district in which the property is located.
2. The proposed temporary use will comply with all applicable county health and safety requirements.
3. The proposed temporary use will comply with all applicable county, state, and federal laws, regulations, and permit requirements.
4. The proposed temporary use is compatible with surrounding and vicinity uses and will not create an undue nuisance to neighboring properties.
5. Applicant acknowledges that all temporary structures shall be removed upon expiration of the temporary use permit unless a new application is approved by the County.
6. Failure to comply with the conditions of approval may result in termination of the temporary use permit upon notice by the County.
7. An appeal of the County's decision or determination may be made at any time during the duration of permit approval as provided by the zoning ordinance.
8. Renewal of a temporary use permit may be denied if the use is determined to be incompatible with surrounding uses or otherwise unsatisfactory and impacts cannot be mitigated.
9. If the County determines that the use has become more permanent than temporary in nature, the use shall be required to comply with all applicable provisions of the zoning ordinance.
10. The Applicant acknowledges that this approval is temporary in nature and does not confer any vested right to continue the use beyond the approved permit period.

Applicant acknowledges that no temporary use permit may exceed nine (9) months unless renewed pursuant to the zoning ordinance.

Describe anticipated impacts on surrounding properties (noise, lighting, traffic, parking, hours of operation) and proposed mitigation measures:

Will the event involve any temporary structures (e.g., tents, stages, fencing, booths)? ☐ Yes ☐ No

If yes, list and describe: _____

Printed Name: _____ Signature: _____ Date: _____

Printed Name: _____ Signature: _____ Date: _____

VALENCIA COUNTY USE ONLY – PERMIT #

APPLICATION RECEIVED BY: _____ **DATE:** _____

APPLICATION DEEMED COMPLETE: _____ **DATE:** _____

PERMIT IS: ☐ Approved ☐ Denied on this _____ day of _____, 20____.

CONDITIONS OF APPROVAL (IF ANY): _____

SUPPORTING DOCUMENT CHECKLIST**Detailed Information**

1. **PROPOSAL LETTER:** Proposal letter must include a typed fact sheet describing your event. Include items such as event start and end times, activities, expected attendance, etc.
2. **PROPERTY PROFILE OR OWNER'S AUTHORIZATION** - Owner Authorization Form: Provide a formal letter that gives permission from the property owner to host event on their property and includes the dates for which permission is given and contact information for the property owner.
3. **SITE PLAN:** Identify items such as streets, sidewalks, and proposed parking; restrictions and closures; location of stages, fences, vendor/exhibit booths, alcohol sales, portable toilets, and trash/recycle containers.
4. **TRAFFIC PLAN SIGN PLACEMENT MAP AND DETAILS:** Provide a map for the placement of all signs. Include details regarding sign size and content. Signs **must** be placed in accordance with Valencia County and the Uniform Traffic Control Devices. https://mutcd.fhwa.dot.gov/pdfs/11th_Edition/mutcd11thedition.pdf
5. **NEW MEXICO DEPARTMENT OF TRANSPORTATION:** A NMDOT permit is required when a special event involves the temporary closure of a state highway or the re-routing of state traffic through shutting off, blocking, re-routing, or otherwise restricting the normal use of the highway.
6. **VALENCIA COUNTY SHERIFF DEPARTMENT PERMIT:** Approval must be obtained from the Valencia County Sheriff Department. The Valencia County Sheriff's Department must acknowledge the application.
7. **VALENCIA COUNTY FIRE DEPARTMENT INSPECTION:** Approval must be obtained from the Valencia County Fire Department. The Valencia County Fire Department must acknowledge the application.
8. **CERTIFICATION OF INSURANCE:**
 - a. Event organizers must provide Valencia County with proof of General Liability Insurance in the amount of at least one million dollars (\$1,000,000) per occurrence, which covers activities and facility as described in the application. Carnivals are required an amount no less than three million dollars (\$3,000,000) per occurrence. In case of insurance cancellation, Valencia County must be notified. Valencia County shall be named as additional insured as determined by this agreement.
 - b. Liquor liability or fireworks insurance are required for events involving the serving of alcohol beverages or the use/demonstration of fireworks. Liquor liability coverage shall be per occurrence limit of \$1 million. Higher limits may be required dependent upon the event type or as determined by Community Development.
 - c. Hold Harmless and Indemnification. The Applicant agrees to defend, indemnify, and hold harmless Valencia County, its elected and appointed officials, officers, employees, agents, and volunteers from and against any and all claims, demands, actions, suits, liabilities, damages, losses, costs, and expenses, including reasonable attorneys' fees and court costs, arising out of or related to the permitted event, the use of the property, or the Applicant's activities, operations, or omissions in connection with the event, except to the extent caused by the sole negligence of Valencia County. This obligation includes, but is not limited to, claims for personal injury, death, property damage, nuisance, noise, traffic impacts, crowd control, alcohol service, food service, temporary structures, vendors, contractors, volunteers, or participants associated with the event. The Applicant's duty to defend and indemnify shall survive issuance, expiration, suspension, or revocation of the temporary use permit and shall be independent of and not limited by any insurance coverage required under this application.
9. **NEW MEXICO ENVIRONMENTAL DEPARTMENT FOOD PERMIT:** If the event host is providing food, a copy of the approved New Mexico Environment Department food permit must be included in the packet. Vendors will submit on their own with their permit applications.
10. **VALENCIA COUNTY SOLID WASTE SERVICES:** Per Valencia County Ordinance, trash canisters must be obtained from the Valencia County Solid Waste Department. Requests for trash canisters and/or dumpsters must be coordinated with the Solid Waste Department. The approval must be included in this packet.
11. **LIQUOR LICENSE / LIQUOR SERVED:** The applicant must receive approval from the Valencia County and by the State of New Mexico Regulation and Licensing Department, Alcohol and Gaming Division. The event insurance requirements must be met. The liquor liability insurance is required to list the Valencia County as an additional insured entity.
12. **LIST OF VENDORS:** List must include name and nature of business for all vendors that are part of your event. Vendors are required to obtain a vendor permit or a business registration from Valencia County.
13. **CARNIVAL PERMIT:** Applicant must provide (A) A Certificate of registration from New Mexico Regulation and Licensing Department, (B) A list from the insurance company containing a schedule by name and serial number of each carnival ride

insured under the policy, and (C) A complete and notarized "Certification for Operation" application filed with the New Mexico Regulation and Licensing Department.