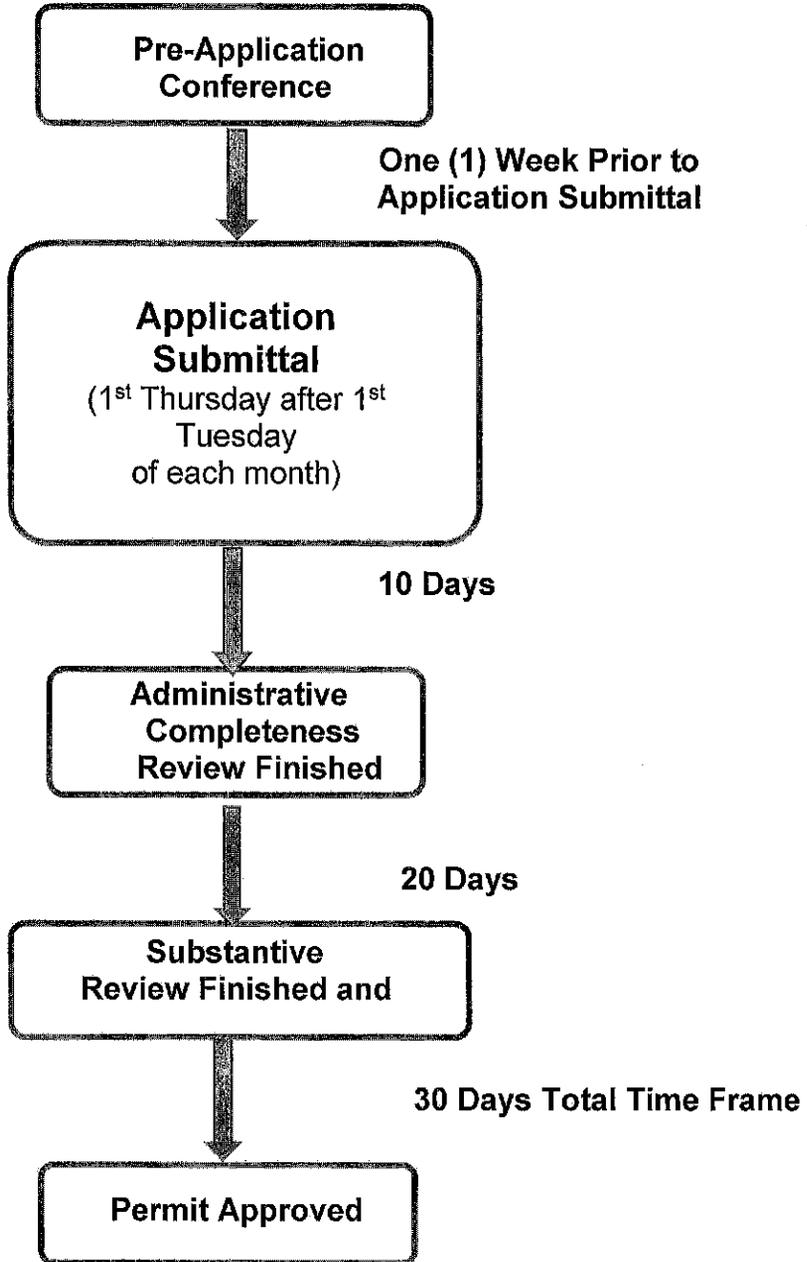


Special Event Permit Process Flow Diagram

[Note: These timeframes apply unless the applicant and Town mutually agree to an extension pursuant to A.R.S. § 9-835(1).]



If deficiencies are found, written or electronic notice is provided to the applicant and the administrative review timeframe (and the overall timeframe) is suspended from the date the notice is issued until the date the municipality receives the missing information from the applicant. If the missing information is not received by the Town within 15 days of the notice, the Town may consider the application withdrawn.

The Town may make one comprehensive written or electronic request for corrections. If it does, the substantive review timeframe and the overall timeframes are suspended until the day the applicant provides the corrections

Permit & License Application Process

1

Customer receives application, Bill of Rights, Time Frames & Checklists online or at Town

2

Customer submits complete Application and Fees to Front Counter Representative

3

Staff reviews for initial completeness and accepts application within established time

4a

Town accepts application & provides Substantive Review within overall time frame.

4b

Town rejects incomplete application within Completeness Review time frame—notice of deficiencies issued to applicant

5a

Town approves application and issues electronic or written approval to applicant

5a

Town denies application OR mutually agree to subsequent re-submittal(s). All subsequent reviews occur within 25% of the overall time

6

Town issues a written or electronic notice granting or denying a license to applicant. If denied, written notice shall include justification for denial with specific references and an explanation of applicants right to appeal the denial including deadline to submit protest and contact information for questions on appeal process.

Town of Dewey-Humboldt Permit (License) Permitting Time Lines

Pursuant to ARS 9-835, the Town establishes overall permitting time frames during which the Town will either grant or deny each type of permit (license) that it issues. The time frame includes an administrative completeness review period to accept or reject the application, and a substantive review period to provide a technical review of the request. The Town shall approve or deny the request within the overall time frame listed below, however, should the Town extend the review period for additional submittal(s), said extension shall not exceed 25% of the overall time frame.

Please note: These are projected time frames only and may change due to workload and staffing considerations.

Application Type	Administrative Completeness Review	Substantive Review	Total Time Frame
Addressing Request	10 days	20 days	30 days
Administrative Review Application	10 days	20 days	30 days
Special Event Permit	10 days	20 days	30 days
Minor Land Division Application	10 days	20 days	30 days
Sign Permit Application	10 days	20 days	30 days
Temporary Sign Application	10 days	10 days	20 days
Variance Application	10 days	20 days	30 days
Use Permit Application	30 days	60 days	90 days
Zone Map Change Application	30 days	60 days	90 days
Zone Text Change Application	30 days	60 days	90 days
Major General Plan Amendment	30 days	60 days	90 days
Minor General Plan Amendment	30 days	60 days	90 days
Planned Area Development Application	30 days	60 days	90 days
Preliminary Plat Application	20 days	30 days	50 days
Sketch Plan Application	10 days	20 days	30 days
Final Plat Application	20 days	30 days	50 days
Final Plat Amendment/Abandonment Application	20 days	30 days	50 days

REGULATORY BILL OF RIGHTS

During the Fiftieth Legislature, First Regular Session, the Arizona Legislature passed Senate Bill 1598. This "Regulatory Bill of Rights" went into effect on July 20, 2011 (with full implementation on December 31, 2012). The rights afforded private regulated parties under the new law are provided below.

ARS 9-832. Regulatory bill of rights

TO ENSURE FAIR AND OPEN REGULATION BY MUNICIPALITIES, A PERSON:

- Is eligible for reimbursement of fees and other expenses if the person prevails by adjudication on the merits against the Town in a court proceeding regarding a Town decision as provided in section 12-348.
- Is entitled to receive information and notice regarding inspections as provided in section 9-833.
- Is entitled to have the Town not base a licensing decision in whole or in part on licensing conditions or requirements that are not specifically authorized as provided in section 9-834, subsection A.
- May have the Town approve or deny the person's license application within a predetermined period of time as provided in section 9-835.
- Is entitled to receive written or electronic notice from the Town on denial of a license application that:
 - Justifies the denial with references to the statute, ordinance, and code or authorized substantive policy statements on which the denial is based as provided in section 9-835.
 - Explains the applicant's right to appeal the denial as provided in section 9-835.
- Is entitled to receive information regarding the license application process at the time the person obtains an application for a license as provided in section 9-836.

- May inspect all ordinances, codes and substantive policy statements of the Town, including a directory of documents, at the office of the Town or on the Town's website as provided in section 9-837.
- Unless specifically authorized, may expect the Town to avoid duplication of other laws that do not enhance regulatory clarity and to avoid dual permitting to the maximum extent practicable as provided in section 9-834.
- May file a complaint with the Town concerning an ordinance, code or substantive policy statement that fails to comply with this section.
- As provided in section 9-834, is entitled to have the Town not request or initiate discussions about waiving any of the rights prescribed in this section.



TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69, 2735 S. Highway 69
HUMBOLDT, AZ 86329
Phone 928-632-7362 • Fax 928-632-7365

APPLICATION FOR SPECIAL EVENT PERMITS

For temporary events on private and public properties

SUBMITTAL REQUIREMENTS

In the Town of Dewey-Humboldt's effort to maintain the health, safety and welfare of Town residents and visitors, the Common Council of the Town of Dewey-Humboldt has, by resolution, set forth provisions for the use of property for various short term uses.

1. Application – The attached submittal application must be completed and submitted to the Community Development Department at least forty-five (45) days in advance of the event/use, enabling review by Town departments in an effort to facilitate orderly conduct of your planned activities.
2. Site Plan – Please provide an 8 ½" x 11" site plan, which includes restroom facilities, parking, access, location of each concession, etc.

PLEASE COMPLETE THE FOLLOWING CHECKLIST

The following required information and this completed checklist must be submitted with the application before the application can be accepted by Permitting Staff.

- Applicant's full name, address, telephone number, and proof of identity, and person to contact during the event.
- A full and complete description of the event or activity to take place.
- A plan detailing the general layout of the event.
- The duration of the event, with the date and time.
- Specific address and location at which the event will be conducted.
- An estimate of the anticipated attendance of the event.
- Proposed arrangements to provide for parking and staging areas.
- Description of proposed use of temporary structures, arrangements and duration of the structures.
- Proposed plan for sanitation, including disposal of waste and refuse and placement of portable toilet facilities.
- Proposed plan for street usage and map of event route if applicable.
- Applicant grants permission to inspect the subject property before, during and after the event.
- Temporary banners for event requires a separate sign permit application.
- If the State Highway is involved or affected in any way, ADOT will review application and a permit may be required by them, also.

3. Special Event Permit Application

In order to expedite the application process, please hand-deliver the application or mail it to above address. Please allow at least 45 days to process.

This form must be completed for all special events on any property which are open to the public. Private parties on private property do not need to complete this special event application form.

Name of Event: _____

List of Activities: _____

Address of Event: _____

Date of Event: From _____ To _____

Time of Event: From _____ am/pm To _____ am/pm

APPLICANT/ORGANIZER INFORMATION:

Applicant/Agent: _____ Phone: (____) _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address and Website: _____ Parcel #: _____

NOTE: Agent must provide written proof of authority to act on property owner's behalf, if applicable.

Phone Number(s) of Applicant, Agent, or Owner (where they can be reached during the event)

Name: _____ Phone: (____) _____

Name: _____ Phone: (____) _____

Name: _____ Phone: (____) _____

Has a Conditional Use Permit been issued for the subject property? Yes _____ No _____

If **Yes**, does the Conditional Use Permit authorize the event requested? Yes _____ No _____

If **No**, has the event been authorized by other agencies? Yes _____ No _____

If Yes, by which agencies? _____

Has the event ever been held previously? Yes _____ No _____

If Yes, when and where? _____

Event Description:

Describe type and size of event (location, how much area to be used, stages, entertainment, etc.) Please submit a site plan showing streets used, placement of tents, restrooms, parking, trash cans, signs, lighting, staging areas, etc.

Anticipated Attendance: _____ Number of Parking Spaces _____ (locate on site plan)

Event Set-up:

Set-up will begin: _____ Clean-up/Take-down will end: _____

Will tents, stages, booths, etc. be used for the event? Yes _____ No _____

If so, please describe the size and type and how many: _____

Will any signs or banners be erected? Yes No

If **Yes**, a Sign Permit Application must be completed to include a site plan showing size and location. Fee applies.

Describe any power needs such as special outdoor lighting (locate on site plan): _____

Will generators be used? Yes _____ No _____ List number and size: (locate on site plan) _____

Describe any revenue to be generated from admission fees, solicitations from spectators, concessions or any other source: _____

Will the proceeds benefit any organization? Yes _____ No _____

If so, Name of organization: _____

Food and Beverage Provisions:

Describe food and beverages that will be distributed or sold at the event: _____

Will there be any alcoholic beverages served? Yes _____ No _____

If so, have licensing requirements been met? _____

(State Law requires that you obtain a Special Event Liquor License. Forms and instructions are available on our website)

Will there be any cooking? Yes _____ No _____

Additional Event Information:

Anticipated number of food and beverage booths/concessions: _____

Permit may be required from the Health Department (Health Department Requirements)

Prescott Office: (928) 771-3149 • Cottonwood Office: (928) 639-8138

Restroom and Refuse Provisions:

The required number of restroom facilities (or portable toilets) and refuse containers are 1 per 100 people who are estimated to be at the event. Restroom facilities should be located within 200 feet of the event. For every 240 persons expected, one unit each for men, women, and ADA compliant are required. At least 1 hand wash station per 10 port-a-johns is recommended.

Have the above requirements for restroom facilities been met? Yes _____ No _____ (locate on site plan) Public restrooms - Quantity _____ Chemical toilets - Quantity _____

Restroom requirement may be exempt if event is under four hours. Contact the Health Department for Health Department requirements. Prescott Office (928) 771-3149 • Cottonwood Office (928-639-8138

Vendor Provisions:

Will an approved water source be available for food vendors? Yes No

What method of wastewater disposal will be provided for food vendors? _____

Will electricity be provided to food vendors? Yes No

Will back-up refrigerated storage be provided to food vendors? Yes No

If Yes, how?: _____

Describe Sanitation Provisions (trash cans, event clean-up): _____

Who is providing the above provisions? _____

Other Provisions:

Will there be any fencing erected (locate on site plan)? Yes No

Will there be any type of music? Yes No

If Yes, where? _____ Hours: _____

Non-Amplified Live _____ Amplified: _____

Do you plan to hire private security for the event? Yes No

Name: _____ Phone (____) _____

Rain Policy for the event: _____

Is this event using any public property or right-of-way? Yes No

If Yes, please submit evidence of liability insurance with minimum policy limits of one million dollars (\$1,000,000) per occurrence, with the Town of Dewey-Humboldt to be named as additional insured.

PERMIT CONDITIONS

SPECIAL EVENT PERMIT CONDITIONS may apply to this activity based upon the requirements of appropriate Town departments.

Please note that this application is not a permit until all affected Town departments and coordinating agencies approve it. Please read and initial the following:

- _____ 1. The proposed activity shall take place only on the date(s) and at such time(s) as is specified on the application.
- _____ 2. The use of said property is to be restricted to those purpose(s) stated on the application.
- _____ 3. Said property shall be kept in a clean and orderly manner free from debris.
- _____ 4. The proposed activity shall be restricted to the route(s), location(s), and checkpoint(s) as submitted with the application.
- _____ 5. Participant(s) in this activity agree to comply with restrictions applied to said activity by any agency with applicable jurisdiction.
- _____ 6. The movement of emergency vehicles shall have priority.
- _____ 7. Any sound device or music at this activity will be operated at a sound level not to exceed applicable standards. Applicant(s) also understand that any complaints of sound disturbance may result in cancellation of this permit.
- _____ 8. Equipment and lighting used for said activity is not to obstruct vehicular traffic.
- _____ 9. The number of participants in proposed activity shall be restricted to that stated on the application.
- _____ 10. The applicant(s) shall agree to obey all traffic laws applied to proposed activity.

I understand and agree that the Town of Dewey-Humboldt will be held harmless from any and all damages or injuries which might result from this activity and the applicant(s) will assume all responsibility and liability.

Any violation of the above conditions may result in immediate revocation of permit and may be grounds for closure of event.

I declare that I am authorized to make this application and that to the best of my knowledge and belief, all information given herein is true, accurate and complete.

The terms and conditions of this permit are herewith acknowledged and I agree to fully comply with the same.

Authorized Representative of Organization

Date

Special Events Contact List

Central Yavapai fire Department	Rick Chase	928-759-9933	rchase@centrallyavapaifire.org
ADOT	Mike Brown	928-777-5874	mbrown@azdot.gov
Yavapai Health Department	Robert Mumper	928-634-6891	robert.mumper@yavapai.us
Yavapai Co. Sheriff's Dept.	Lt. Daniel Raiss	928-771-3509	daniel.raiss@yavapai.az.us