

MAP REQUIREMENTS:

Site Plan: Applicant must submit a minimum 8½ x 11” event site plan with your application that shows the layout of the event as close to scale as possible. Maps of Town parks can be found online at www.FirestoneCO.gov/specialevent. Hand drawn maps are not recommended but must be legible if used.

The following checklist should be utilized when creating your site plan.

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| <input type="checkbox"/> Plan drawn to scale electronically or drawn by hand | <input type="checkbox"/> Distances from roadways |
| <input type="checkbox"/> Distances between structures | <input type="checkbox"/> Height of proposed structures |
| <input type="checkbox"/> Proposed site access points (entrances and exits) | <input type="checkbox"/> Proposed parking areas |
| <input type="checkbox"/> Photos/rendering of proposed structures | <input type="checkbox"/> Electrical / generator location(s) |
| <input type="checkbox"/> Contractors/vendors associated with project | <input type="checkbox"/> Signage plan indicating location of signs |
| <input type="checkbox"/> Restrooms/Portable Toilets | <input type="checkbox"/> Handicapped Accessibility |
| <input type="checkbox"/> If site is not paved, show location of tracking pad(s) to be used to prevent mud from escaping site | |

If you event falls on land not owned by the Town, please submit an approval letter from the property owner (if different from the applicant) with this application.

SITE MAP EXAMPLE:

