



SANDOVAL COUNTY PLANNING & ZONING DEPARTMENT

APPLICATION FOR SPECIAL EVENT PERMIT

THIS APPLICATION ALONG WITH A DETAILED SITE(S) PLAN AND ANY OTHER APPLICATBLE DOCUMENTS AS REQUIRED, MUST BE SUBMITTED TO THE PLANNING & ZONING DEPARTMENT NO LATER THAN 15 DAYS PRIOR TO ANY ACTIVITES ON THE SITE. Only complete applications will be accepted, and must be submitted in person. The review fee is \$200.00 and must be submitted with the application. Submittal of an application does not constitute application approval. A permit for Filming is a separate application found at: <https://www.sandovalcountynm.gov/departments/planning-zoning/p-z-forms/>

NAME OF APPLICANT: _____

STATUS:

- Private entity
- Unincorporated
- 501c3
- Other _____

CONTACT NAME: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

NAME AND LOCATION OF THE EVENT:

DATE(S) AND HOURS OF EVENT (include number of days for set up and breakdown):

TOTAL NUMBER OF VOLUNTEERS: _____

The following will require a separate permit/approval and must be submitted prior to approval of the film permit:

1. Will event take place or require traffic control in County or State Road Right of Way? ___ Y ___ N If yes, must contact County Public Works, NMDOT or Sherriff's office (for traffic control).
2. Will event require parking? ___ Y ___ N If yes, submit a site plan showing the parking and notarized letter from the property owner, if on a separate piece of property(s).
3. Will event take place at a County facility? ___ Y ___ N. If yes, must submit approval from appropriate department. Any fees must be paid and receipt submitted.
4. Will event take place on private property that is not the property of the applicant? ___ Y ___ N If yes, must submit a notarized letter from the property owner.

HOLD HARMLESS CLAUSE:

The special event sponsor hereby agrees to indemnify and hold harmless the County of Sandoval, New Mexico, its agents, public officials, officers, employees, and authorized volunteers, from and against any and all legal third party actions, claims, damages, losses, expenses arising out of the permitted event/activity or any activity associated with the conduct of the sponsor’s operation of the event, including but not limited to third party, claims for personal or bodily injury, disease or death, or injury to or destruction of property, third party excluding claims caused by the breach, negligence or willful misconduct of employees of the County of Sandoval acting within their scope of their employment. Further, the event sponsor agrees to indemnify the County of Sandoval and any of its agents, public officers, officials, or employees and authorized volunteers any for reasonable outside attorney fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the sponsor’s use of public property or operation of the event as set forth in the application for special permit.

LIABILITY WAIVER:

The event sponsor agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the County of Sandoval, its agents, public officials, officers, employees and/or authorized volunteers from said sponsored event or activity, except for acts caused by the willful and wanton misconduct by employees of the County of Sandoval acting within the scope of their employment.

COST RECOVERY:

Cost recovery for County facilities: In the event of extraordinary incidents that result in response of Emergency Services and/or damage to County roads and other County public facilities, the County may recover all assessable costs in connection with these damages as established in Ordinance No. 7-9-20.11, Extraordinary Emergency and Roadway Cost Recovery Ordinance.

AUTHORIZED SIGNATURES:

I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein, and in the Zoning Ordinance. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a Special Event in the County of Sandoval, as outlined herein. I/we understand that the lack of meeting all requirements outlined herein may result in the denial or cancellation of the proposed Special Event. Permit applied for and all terms and stipulations agreed to by:

Name (please print)

Signature

Staff:

Application submitted on: _____ Accepted By: _____

Assigned Permit # _____

You may mail the application to: **Sandoval County, Planning and Zoning Department, P.O. Box 40, 1500 Idalia Rd, Bldg. D, Bernalillo, NM 87004.** Applications received late or incomplete may be denied. A copy of a complete application will be forwarded to the appropriate divisions for review. Applicant will be contacted via email or phone as to the application status within ten (10) working days following the date of submittal of a complete application.

Date application received: _____ by: _____.

FOR COUNTY EVALUATION PURPOSES ONLY

Date reviewed: _____

Fire / EMS _____

Sheriff: _____

Public Works: _____

Tourism: _____

Zoning: _____

FINAL STATUS: _____ DATE:

If approved, permit number: _____

PERMIT MODIFICATIONS AND/OR TIME EXTENSIONS:

In the event the applicant requires changes to the approved Special Even Permit which may address, but not limited to, any site conditions, sound and/or visual effects, and time extensions, the applicant must send a request for approval for the proposed changes via email to Makita Hill, Interim Director, mhill@sandivalcountynm.gov.