

**Applicant is responsible for the following:**

1. **Railroad Cooperation:** For everyone's safety, the Union Pacific Railroad strongly encourages event organizers to plan activities. When a community event or activity is being planned, organizers should contact Union Pacific by completing their online form, found here: [Notify UP](#)

**Notification & Railroad Conditions:**

Please provide evidence of notification and any conditions that may be applied from the Railroad, including required documentation. Reference this link for community events: [UP: Community Event Notification](#)

Please provide documentation confirming that no conditions have been set by the Railroad. If conditions are required, please provide the details along with any necessary documentation.

Any conditions set by the Railroad must be executed and provided to the Town of Palmer Lake.

2. **Colorado Department of Transportation (CDOT) Cooperation:** As required please coordinate with CDOT to secure Colorado State Highway 105 to prevent parking congestion.

**Special Events | Colorado State Patrol**

Please provide documentation confirming that no conditions have been set by CDOT. If conditions are required, please provide the details along with any necessary documentation.

Any conditions set by the CDOT must be executed and provided to the Town of Palmer Lake.

3. **Plan for Parking, Ingress, and Egress Mitigation:** Please provide a detailed plan outlining how event staff/volunteers will manage parking, ingress, and egress.
4. **Parking and Traffic Management:** Vehicles must be strategically placed to ensure traffic on the north side of town exits through County Line Road, and traffic on the east side exits through Highway 105. There will need to be a designated ADA parking area. Please indicate all designated parking and placement of parking volunteers on site map.
5. **Signage for Parking, Ingress, and Egress:** Designate placement of signage displaying parking, ingress, and egress information for the event.
6. **Safety/Security Entities:** Applicant is required to provide additional safety and security, and it will be vetted and approved by the Palmer Lake Chief of Police.
7. **Evacuation Plan:** Applicant is required to follow the Town's evacuation plan for any emergency matter, which must be coordinated with/by PLPD and/or PLFD.
8. **Road Barricades and Fencing:** Applicant is responsible for providing and placing road barricades and fencing in strategic locations, as prescribed by PLPD, PLFD, and the PW-Roads department.
9. **Compensation for Off-Duty Personnel:** Applicant is responsible to compensate for all off-duty personnel assigned by the Town of Palmer Lake Police Department, Fire

Department, and any other necessary staff as designated by the Town of Palmer Lake for the event.

10. **Compensation for Personnel Mode of Transportation:** Applicant will be responsible to compensate for personnel modes of transportation as determined by PLPD (ATV/UTV rental), PLFD (electric bike).
11. **Self-Contained Lighting Towers:** Applicant will need to provide 4-5 self-contained lighting towers, placed at locations agreed to by Palmer Lake Police Department, for pedestrian safety during egress after the event. Lighting tower locations must be noted on the site map.
12. **Primary Point of Contact:** Applicant will provide a special event team and primary point of contact, names, cell number, and email address for coordination purposes for the day of the event.
13. **Site Map:** All items must be marked respectively on the event site map.

**Additionally, town staff will *coordinate* the following with the applicant:**

- **Special Event Application Packet:** Review, conditions, and consideration by the Board of Trustees (approval).
- **Traffic Plan:** A comprehensive traffic management plan to ensure smooth movement of attendees.
- **Latitude/Longitude of Launch Site:** PLFD will coordinate for the launch site for fireworks display.
- **Landing zone:** PLFD will designate space for helicopter landing zones, as required.
- **Mandatory Walkthrough:** Minimum of two weeks prior to the event.
- **Security Orientation:** Prior to the event, coordinated by PLPD.
- **Emergency routes:** As determined by PLPD and FD, barricaded streets for emergency access.