



Planning & Development
Department

LARGE SPECIAL EVENT PERMIT



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Planning & Development Department
LARGE SPECIAL EVENT PERMITTING
APPLICATION INSTRUCTIONS



INFORMATION REQUIRED FOR SUBMITTAL

- Applications for Large Special Event Permit must be submitted at least 30 days prior to the first planned event date.
 - Incomplete submittals will not be accepted. Applications determined to be incomplete shall not be processed by staff.
1. **APPLICATION** – The application is to be completed in full. Staff will only accept a completed application form.
 2. **SITE PLAN** – of the property, including the following:
 - a) An aerial photograph of the event site showing all structures and event venues.
 - b) North arrow shown on plan.
 - c) Location and square footage of all structures and event venues, as well as distance between structures and event venues.
 - d) Identify location of sanitation stations including location of all restrooms, handwashing and disinfection stations or facilities.
 3. **NARRATIVE** – describing use in detail.
 - a) Description of all the activities that will take place at the event.
 - b) Number of attendees including employees.
 - c) Dates and times of the event(s) and hours of operation.
 4. **MITIGATION PLAN REVIEW CHECKLIST** – Use the attached checklist and provide explanation to each of numbered items.

LARGE SPECIAL EVENT PERMITTING APPLICATION INSTRUCTIONS

5. **ELECTRONIC COPY OF APPLICATION MATERIALS (PDF FORMAT ONLY)** – Use the following chart for the naming structure of adobe pdf documents. Example a Narrative Report should be saved as NARR-RPTS-1.pdf

Electronic Copies of Application Materials	Submit documents with the following names
Completed Application form	APPL-FORM-1
Site Plan	SITE-PLAN-1
Narrative Report	NARR-RPTS-1
Mitigation Plan Review Checklist	PUBL-CHEC-1
Supporting documentation	SUPP-DETL-1

APPLICATION SUBMITTAL – ELECTRONIC SUBMITTAL

1. Submit all application documents via e-mail to PNDSpecial.Events@maricopa.gov
2. There are **no application fees** associated with this Large Special Event Permit.

Please note, you may still be required to obtain permits from other County agencies such as Maricopa County Department of Transportation, Environmental Services Department, Parks and Recreation, and Planning and Development.

ADDITIONAL GUIDANCE AND WEBSITE LINKS:

[Center for Disease Control - Events and Gatherings: Readiness and Planning Tool](#)

[Arizona Department of Health Services COVID-19 Resources for Private Events dated 10/6/2020](#)



**Planning & Development
Department
LARGE SPECIAL EVENT PERMIT APPLICATION
THE APPLICATION MUST BE COMPLETED IN FULL**



LARGE SPECIAL EVENT – Organized public event of more than 50 persons at one time in unincorporated County and events for more than 50 people on property owned or managed by Maricopa County must obtain a Large Special Event Permit. Requires submittal of Large Special Event COVID-19 Mitigation Plan with the Large Special Events Permit application.

Requested Special Event _____
 Description of Request: _____

 Other County permitting agencies: _____
 Date(s) and time(s) of Large Special Event: _____
 Existing Use of Property: _____

PROPERTY INFORMATION

Address: _____
 Size in Acres: _____ Square Feet: _____
 Assessor's Parcel Number(s) or description of event location: _____

LARGE SPECIAL EVENT PERMIT APPLICANT (organizer, host, owner, manager, other person responsible for obtaining permit)

Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone #: _____ Fax#: _____
 E-mail Address: _____

PROPERTY OWNER INFORMATION

Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone #: _____ Fax#: _____
 E-mail Address: _____

PROPERTY OWNER AND OWNER'S AGENT AUTHORIZATION (AS APPLICABLE)

I (property owner) _____ authorize agent _____
 to file this application on all matters relating to this request with Maricopa County. By signing this form as the property owner I hereby agree to abide by any and all conditions that may be assigned by the Maricopa County Board of Supervisors, or Maricopa County Planning and Development Department staff as applicable, as part of any approval of this request, including conditions, and/or any other requirement that may encumber or otherwise affect the use of my property.

ACKNOWLEDGMENT OF COVID-19 MITIGATION PLAN – Applicant or Owner to Initialize next to each of the following statements

	The applicant agrees that it shall commit all necessary resources to ensure enforcement of the Covid-19 Mitigation Plan submitted and approved in connection with this event. Failure to follow the Covid-19 Mitigation Plan may result in a civil fine of up to \$2,500 per day of day and may result in the revocation of the any issued Permit.
	The applicant acknowledges that any complaints for failure to adhere to the Covid-19 Mitigation Plan will be investigated by the Maricopa County Sheriff's Office.
	Acknowledge that the County reserves the right to revoke the permit if the Governor issues additional Executive Orders that change the restrictions for events in the State.

VERIFICATION OF APPLICATION INFORMATION

I certify that the statements in this application and support material are true. Any approvals or permits granted by Maricopa County in reliance upon the truthfulness of these statements may be revoked or rescinded.

Applicant Signature: _____ **Date:** _____
Property Owner Signature: _____ **Date:** _____



**Large Special Event Permit
Mitigation Plan & Public Health Review Checklist**

Promoting Healthy Behaviors that Reduce Spread

- 1. Address how the facility/event has policies in place that encourage sick employees and attendees to stay home.**

Maricopa County Public Health Review Comments

- Facility has policies in place that encourage sick employees and attendees to stay home.

- 2. Describe how event policies are compliant with current Maricopa County face mask regulations.**

Maricopa County Public Health Review Comments

- Event policies are compliant with current Maricopa County face mask regulations.



**Large Special Event Permit
Mitigation Plan & Public Health Review Checklist**

3. Describe how the event plan includes signage and messaging in highly visible locations which promote protective measures such as properly washing hands and wearing a mask.

Maricopa County Public Health Review Comments

- Event plan includes signage and messaging in highly visible locations which promote protective measures such as properly washing hands and wearing a mask.

Maintaining Healthy Environments

4. Describe how organizers will not allow crowds or lines to form near the restroom, ensuring that individuals remain 6 feet from other people (Best Practice: floor markings to guide distance.)

Maricopa County Public Health Review Comments

- Organizers will not allow crowds or lines to form near the restroom, ensuring that individuals remain 6 feet from other people (Best Practice: floor markings to guide distance.)



**Large Special Event Permit
Mitigation Plan & Public Health Review Checklist**

5. Describe how organizers have created layouts to space people at least 6 feet apart.

Maricopa County Public Health Review Comments

Organizers have created layouts to space people at least 6 feet apart.

6. Describe how organizers have a plan to clean and disinfect frequently touched surfaces such as pens, counters or hard surfaces between use and encourage patrons to use their own pens.

Maricopa County Public Health Review Comments

Organizers have a plan to clean and disinfect frequently touched surfaces such as pens, counters or hard surfaces between use and encourage patrons to use their own pens.



Large Special Event Permit Mitigation Plan & Public Health Review Checklist

Policies and Procedures

7. Explain and describe that a plan has been developed to conduct daily health checks (e.g. temperature screening and/or symptom checking) of staff and attendees.

Maricopa County Public Health Review Comments

A plan has been developed to conduct daily health checks (e.g. temperature screening and/or symptom checking) of staff and attendees.

8. Describe if a plan has been developed to allow for social distancing before, during and after the event (e.g., limiting attendance and modifying layouts before the event, providing physical barriers during the event and staggering exit times after the event).

Maricopa County Public Health Review Comments

A plan has been developed to allow for social distancing before, during and after the event (e.g., limiting attendance and modifying layouts before the event, providing physical barriers during the event and staggering exit times after the event).



**Large Special Event Permit
Mitigation Plan & Public Health Review Checklist**

9. Applicant must designate a specific person to address all COVID-19 related situations and concerns. Applicant must ensure staff, participants and attendees know how to contact the designated COVID-19 staff person. Applicant must have sufficient staff to ensure compliance with the COVID-19 mitigation plan.

Maricopa County Public Health Review Comments

A staff person has been designated for all COVID-19 related situations and concerns. Staff and attendees understand how to contact this individual.

10. Describe if policies exist which encourage sick staff members to stay at home without fear of job loss or other consequences.

Maricopa County Public Health Review Comments

Policies exist which encourage sick staff members to stay at home without fear of job loss or other consequences.



**Large Special Event Permit
Mitigation Plan & Public Health Review Checklist**

Facilities and Supplies

- 11. Please describe the supplies available at the event including: soap, water for hand hygiene, hand sanitizer with at least 60% alcohol, paper towels, tissues, cleaning supplies, EPA approved disinfection supplies, cloth face coverings, no-touch/foot pedal trash cans, no-touch soap/hand sanitizer dispensers, gloves, disposable food service items, and other necessary items.**

Maricopa County Public Health Review Comments

- Organizers will obtain supplies including: soap, water for hand hygiene, hand sanitizer with at least 60% alcohol, paper towels, tissues, cleaning supplies, EPA approved disinfection supplies, cloth face coverings, no-touch/foot pedal trash cans, no-touch soap/hand sanitizer dispensers, gloves, disposable food service items, and other necessary items.

- 12. Describe how organizers have developed a plan to change seating layout or availability of seating, or block off rows or sections, so that attendees can stay at least 6 feet apart.**

Maricopa County Public Health Review Comments

- Organizers have developed a plan to change seating layout or availability of seating, or block off rows or sections, so that attendees can stay at least 6 feet apart.



**Large Special Event Permit
Mitigation Plan & Public Health Review Checklist**

Preparing for illness

- 13. Describe how organizers will respond if an individual begins to show COVID-19 symptoms during the event. Options may include an isolation room or area to separate anyone who begins to show COVID-19 symptoms during the event or requiring staff to mask and send home anyone to begins to show COVID-19 symptoms during the event.**

Maricopa County Public Health Review Comments

Organizers will identify and create an isolation room or area to separate anyone who begins to show Covid-19 symptoms during the event. The isolation room or area must be at least six feet away (more distance is preferable) from other attendees on all sides. Such individuals must be required to wear a mask within the isolation room or area either outdoors or indoors with the door closed, if possible.

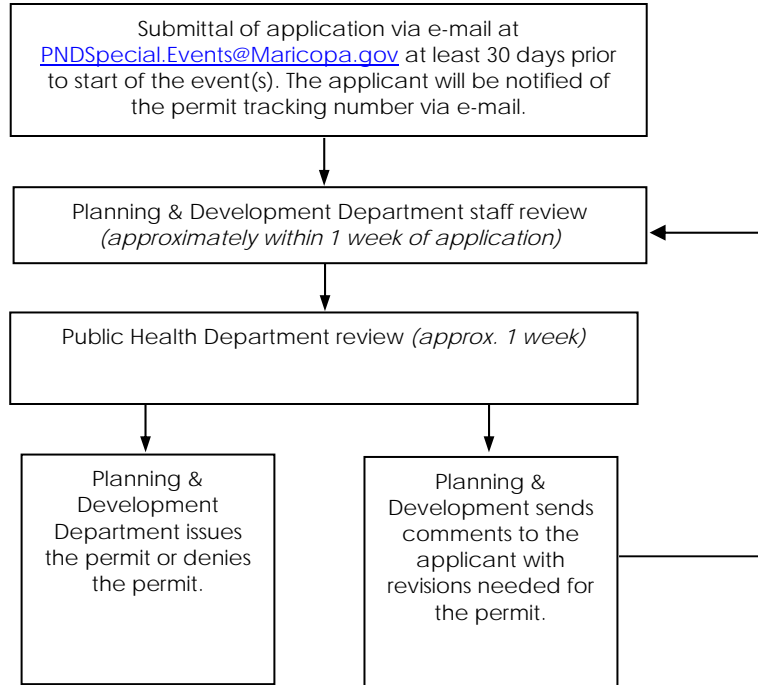


Planning & Development Department



LARGE SPECIAL EVENT PERMIT APPLICATION PROCESS & TIMEFRAME

PROCESS FLOW CHART & PROJECTED TIMEFRAME



The large special event permit may be appealed to the Hearing Officer pursuant to ARS § 11-832, if staff denies the large special event due to not meeting the requirements of Maricopa County Board of Supervisors Resolution #C-44-21-089-X-00 and Maricopa County Public Health standards. To file an appeal of staff's determination for the Hearing Officer e-mail PNDSpecial.Events@maricopa.gov within 10 business days of the administrative/ministerial denial date to schedule an administrative hearing.

Promoting Healthy Behaviors that Reduce Spread

Minimum Requirements:

- **Signs and Messages**
 - Post signs in highly visible locations (e.g., at entrances, in restrooms) that promote everyday protective measures and describe how to stop the spread of germs by properly washing hands and properly wearing a mask.
- **Masks**
 - Require the use of masks among staff and attendees. Masks are **most** essential in times when physical distancing is difficult (e.g., when moving within a crowd or audience).
- **Staying Home when Appropriate**
 - Educate staff and attendees about when they should stay home.
 - Advise employees and attendees to stay home if they have tested positive for COVID-19 or are showing COVID-19 symptoms.
 - Advise employees and attendees to stay home and monitor their health if they have had a close contact with a person who has symptoms of COVID-19 within the past 14 days.
- **Hand Hygiene and Respiratory Etiquette**
 - Require frequent employee handwashing
 - If soap and water are not readily available, employees can use hand sanitizer that contains at least 60% alcohol and rub their hands until dry.
 - Encourage attendees to wash hands often and cover coughs and sneezes.

- **Adequate Supplies**

- Ensure adequate supplies to support healthy hygiene behaviors. Supplies include soap, water, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, & masks.

- **Cleaning and Disinfection**

- Clean and disinfect frequently touched surfaces within the venue at least daily or between uses as much as possible.
- Clean and disinfect shared objects between uses—for example, payment terminals, tables, countertops, bars, and condiment holders.
- Consider closing areas such as drinking fountains that cannot be adequately cleaned and disinfected during an event.
- Develop a schedule for increased, routine cleaning and disinfection.
- If transport vehicles like buses are used by the event staff, drivers should practice all safety actions and protocols as indicated for other staff.
- Use disposable gloves when removing garbage bags or handling and disposing of trash.

- **Restrooms**

- Consider limiting the number of people who occupy the restroom at one time to allow for social distancing.
- Do not allow lines or crowds to form near the restroom without maintaining a distance of at least 6 feet from other people.
 - Ensure that open restrooms are cleaned and disinfected regularly, particularly high-touch surfaces such as faucets, toilets, stall doors, doorknobs, countertops, diaper changing tables, and light switches.
 - Adequately stocked with supplies for handwashing, including soap and water or hand sanitizer with at least 60% alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, and no-touch trash cans.

- **Modified Layouts**

- Limit attendance or seating capacity to allow for social distancing (6 ft apart), or host smaller events in larger rooms.
- Use multiple entrances and exits and discourage crowded waiting areas if possible.
- Block off rows or sections of seating in order to space people at least 6 feet apart.

- Eliminate lines or queues if possible or encourage people to stay at least 6 feet apart by providing signs or other visual cues such as tape or chalk marks.
- **Physical Barriers and Guides**
 - Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart in lines and at other times (e.g., guides for creating one-way routes).
 - Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart. Barriers can be useful at cash registers and other areas where maintaining physical distance of 6 feet is difficult.
- **Communal Spaces**
 - Stagger use of shared indoor spaces such as dining halls, game rooms, and lounges as much as possible and clean and disinfect them between uses.
- **Shared Objects**
 - Discourage people from sharing items that are difficult to clean, sanitize, or disinfect.
 - Limit any sharing of food, tools, equipment, or supplies by staff members.