



Rio Arriba County Planning & Zoning Department

Approved Date

Temporary Use Permit Application

Permit #: _____ Parcel #: _____ Community: _____

Applicant Name: _____

Mailing Address: _____

Phone: (____) ____ - ____ Cell: (____) ____ - ____ Email: _____

Property Owner Name: _____

Phone: (____) ____ - ____ Cell: (____) ____ - ____ Email: _____

Event Information

Name of Special Event: _____

Event Dates Begin: _____ Event Date End: _____

Location of Event: _____

Operation Start Time: _____ Operation End Time: _____

Road Ways and Easements Effected: YES NO If yes please provide roadway name below

Name of Roadway: **County Road:** _____ **NM State Hwy:** _____ **Private Drive:** _____

Traffic Control Clearance Required: YES NO DOT: _____

Security: YES NO Provided by: _____

Will Alcohol be Served: YES NO Food Provided at Event: YES NO

Number of Parking Spaces Provided: _____ Lighting provided: YES NO

Accommodation for Sanitary Facilities & Water Supply Needed: YES NO Provided by: _____

**A COMPLETE COUNTY APPLICATION OF THE EVENT MUST BE SUBMITTED TO RIO ARRIBA COUNTY
PLANNING AND ZONING DEPARTMENT TWO (2) WEEKS PRIOR TO THE SCHEDULED EVENT.**

Applicant's Signature: _____ Date: _____

County Fire Marshal Approval Signature: _____

Rio Arriba County Sherriff Approval Signature: _____

Website:

www.rio-arriba.org

1122 Industrial Park Rd Espanola, NM 87532 ~ Phone (505) 753-7774 or PO Box 127 Tierra Amarilla, NM 87575 ~ Phone (575) 588-7254

Updated November 19, 2024

For Official Use ONLY:

Applicant Must Provide the Following: Planning & Zoning Staff will check off on the submitted items below.

____ **Notarized Letter of Approval from Property Owner** (if you are the property owner, provide the warranty deed)

____ **Site Plan** (include building event will be held at, show parking spaces, ingress & egress etc.)

____ **Proof of Paid Taxes**

____ **NMED Permit** (if food will be being served)

____ **ABC Dispensers Permit** (if alcohol will be served)

____ **Proof of Security for Event**

____ **Business Licenses for Rio Arriba County for any vendors**

____ **Certificate of Liability Insurance** (Proof of insurance or bond must be provided for the specific event. Insurance must show Rio Arriba County as additional insured. Commercial general liability, each occurrence of \$1,000,000.00.)

Planning & Zoning Approval: _____ **Date:** _____

Website:

www.rio-arriba.org

1122 Industrial Park Rd Espanola, NM 87532 ~ Phone (505) 753-7774 or PO Box 127 Tierra Amarilla, NM 87575 ~ Phone (575) 588-7254

Updated November 19, 2024