



LONG-TERM PLAZA USE APPLICATION

Community Engagement Department
Plaza Use Division
 455 Mountain Village Blvd.
 Mountain Village, CO 81435
 (970) 369-8236

Revised 10.15.18

SUBMITTAL REQUIREMENTS

Submitted (office use)	Item No	Required application items:
	1.	Long-term plaza use application form. Please complete this entire form.
	2.	Fees: A. \$250 application fee B. \$50 renewal fee; \$250 if plaza license agreement has expired (if applicable). C. Additional permit, building fees or fees related to requested use of Town property or Town services may be applicable.
	3.	Town of Mountain Village business license.
	4.	Manufacture specifications / photos illustrating the characteristics and dimensions of plaza use (attached).
	5.	Maps showing the location of proposed plaza use (attached).
	6.	Site plan showing location, size and design of all tables, benches, chairs, planters, barriers and other plaza use. (attached).
	7.	Understanding of plaza use standards (available online).
	8.	Proof of ownership. Copy of current deed or title report on the affected property. (if applicable - attached).
	9.	Agency letter. If application is not submitted by the owner of the property, a letter of agency, signed by the property owner giving permission to a firm or person to submit the requested land use application (if applicable - attached).
	10.	HOA letter. For development on property that is owned in common by a homeowners association, the development application shall include: A. A letter from the Homeowner's Association (HOA) board giving permission for the application (attached), and, where a vote is required by the HOA governing documents, a copy of the proof of the vote and outcome of such vote. B. A copy of the HOA governing documents, including bylaws and declaration.
	11.	Certificate of Insurance. Vendor shall provide to the Town before the event, proof of general liability insurance in the amount of \$1 million per occurrence, and \$2 million in aggregate with the Town of Mountain Village named as additional insured
	12.	Signed indemnification agreement.
	13.	Any supplemental agreements / permits (if applicable - attached). This includes Town of Mountain Village, Telluride Ski Resort and TMVOA



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APPLICATION INFORMATION

Thank you for your interest in utilizing the town's public plaza areas. Please read and consider the following information as you complete this application:

- A completed application is required for any placement of an item that has an impact on publicly owned plaza areas
- Please fill out all information and provided supplemental documentation as needed.
- There is a \$250 application fee
 - Plaza license agreement renewals are subject to a \$50 fee if processed prior to expiration date, \$250 after.
- If you have questions about this application, please do not hesitate to contact Zoe Dohnal at 970-369-8236, or zdohnal@mtnvillage.org.

GENERAL INFORMATION

APPLICANT INFORMATION

Name:		Email address:	
Mailing address:		Phone:	
City:	State:	Zipcode:	
Mountain Village business license number:			

PROPERTY INFORMATION

Physical address:	Acreage:
Lot number:	
Existing land uses:	
Proposed land uses/ description of request:	
Supplemental documents attached:	
<input type="checkbox"/> Manufacture specifications / photos <input type="checkbox"/> Maps <input type="checkbox"/> Site plan <input type="checkbox"/> Additional agreements / permits	

OWNER INFORMATION

Property Owner:		Email address:	
Mailing address:		Phone:	
City:	State:	Zip code:	



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**OWNER/APPLICANT
ACKNOWLEDGEMENT
OF RESPONSIBILITIES**

I, _____, the owner of Lot _____ (the "Property") hereby certify that the statements made by myself and my agents on this application are true and correct. I acknowledge that any misrepresentation of any information on the application submittal may be grounds for denial of the application or the imposition of penalties and/or fines pursuant to the Community Development Code. We have familiarized ourselves with the rules, regulations and procedures with respect to preparing and filing the application. We agree to allow access to the proposed site at all times by members of Town staff, DRB members and the Town Council. We agree that if this request is approved, it is issued on the representations made in the application submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations or conditions of approval. By signing this acknowledgment, I understand and agree that I am responsible for the completion of all required on-site and off-site improvements as shown and approved on the final plan(s) (including but not limited to: landscaping, paving, lighting, etc.). We further understand that I (we) are responsible for paying Town legal fees and other fees as set forth in the Community Development Code.

Signature of Owner

Date

Signature of Applicant/Agent

Date



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OWNER AGENT AUTHORIZATION FORM

I have reviewed the application and hereby authorize _____ of
_____ to be and to act as my designated representative and represent the Plaza Use
application through all aspects of the review process with the Town of Mountain Village.

(Signature)

(Date)

(Printed name)



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HOA APPROVAL LETTER

I, (*print name*) _____, the HOA president of property located at _____, provide this letter as written approval of the plans dated _____ which have been submitted to the Town of Mountain Village Community Engagement Department for the proposed improvements to be completed at the address noted above. I understand that the proposed improvements include (*indicate below*):

(Signature)

(Date)

(Printed name)



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INSURANCE AND INDEMNIFICATION

The Town of Mountain Village requires the applicant to hold liability insurance in the amount \$1 million per occurrence and \$2 million or more in aggregate. A certificate of insurance naming the Town of Mountain Village as an additional insured on the policy must be submitted.

Have the appropriate insurance documents been provided to the Town:

[please select one] yes/no

INDEMNIFICATION AGREEMENT

The undersigned agrees to indemnify and hold harmless the Town of Mountain Village, its officers, agents and employees, from and against all liability, claims and demands on account of injury, loss, or damage, or any other loss of any kind whatsoever, which may arise out of or resulting from their actions or omissions in connection with their use of Mountain Village property.

The undersigned fully accepts all responsibility for clean up and for repair of any damage to the plazas and surrounding areas, which may occur during their use.

Applicant printed Name

Title

Applicant signature

Date

OFFICE USE ONLY

Fee paid:

Check number:

Notes: