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1. Application Type

To manage your account, sign in using your credentials.
To create a new permit

- **Click** the ‘Create New’ drop-down
- **Select** ‘Permit Application’
On the “Select Application’ screen

Select ‘CDOT Special Events Permit’

2. Basic Information is the next step…
2. Basic Information

Event Type
Athletic Event

*Enter the Basic Information*

- ‘Event Name’ (optional) — *Enter* a brief Event Name
- *Select* the ‘Type of Event’ from the drop-down list

1. *Enter* the ‘Event Name’ (optional)
2. *Select* from drop-down list
3. *Click & Select* the ‘Start Date’
4. *Click & Select* the ‘End Date’
5. *Click* the ‘Next Step’ button to Proceed.

* Indicates a required field
• Select the ‘Start Date’
  o Clicking in the field pops up a calendar
  o Click a date to select

[Calendar Image]

• Select the ‘End Date’
  o Clicking in the field pops up a calendar
  o Click a date to select

[Calendar Image]

• Enter a ‘Description of Event’ (optional)
• Click the ‘Next Step’ button to proceed

3. Application Information is the next step…
Assembly

*Enter the Basic Information*

1. Enter the ‘Event Name’ (optional)
2. Select from drop-down list
3. Click & Select the ‘Start Date’
4. Click & Select the ‘End Date’
5. Click the ‘Next Step’ button to Proceed.

3. **Application Information** is the next step…
Block Party

*Enter* the Basic Information

1. Enter the ‘Event Name’ (optional)
2. Select from drop-down list
3. Click & Select the ‘Start Date’
4. Click & Select the ‘End Date’
5. Click the ‘Next Step’ button to Proceed.

3. Application Information is the next step…
Festival

*Enter the Basic Information*

1. **Enter the ‘Event Name’ (optional)**
2. Select from drop-down list
3. **Click & Select the ‘Start Date’**
4. **Click & Select the ‘End Date’**
5. **Click the ‘Next Step’ button to Proceed.**

*Indicates a required field*

**3. Application Information** is the next step...
Filming

Enter the Basic Information

1. Enter the ‘Event Name’ (optional)
2. Select from drop-down list
3. Click & Select the ‘Start Date’
4. Click & Select the ‘End Date’
5. Click the ‘Next Step’ button to Proceed.

3. Application Information is the next step…
Parade

*Enter* the Basic Information

1. Enter the ‘Event Name’ (optional)
2. Select from drop-down list
3. Click & Select the ‘Start Date’
4. Click & Select the ‘End Date’
5. Click the ‘Next Step’ button to Proceed.

*Indicates a required field*

3. **Application Information** is the next step…
Sidewalk Sale

*Enter the Basic Information*

1. Enter the ‘Event Name’ (optional)
2. Select from drop-down list
3. Click & Select the ‘Start Date’
4. Click & Select the ‘End Date’
5. Click the ‘Next Step’ button to Proceed.

*Indicates a required field*

3. Application Information is the next step...
3. Application Information

Click the ‘+ Add Emergency Contact Information’ (required) button
Add Emergency Contact Information

- Click the ‘+Add Emergency Contact Information’ button

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is Primary?</td>
<td>Yes</td>
</tr>
<tr>
<td>Name</td>
<td>Johnson</td>
</tr>
<tr>
<td>Phone</td>
<td>(512)555-1212</td>
</tr>
<tr>
<td>E-Mail</td>
<td></td>
</tr>
<tr>
<td>Additional Information</td>
<td></td>
</tr>
</tbody>
</table>

Click the ‘Add Emergency Contact Information’ button
The Emergency Contact Information has been recorded

- ‘City Contract / Ordinance Information’ (not required) can be entered in the space provided.
- Click ‘Next Step’ to proceed.

Note: City Contract / Ordinance Information is optional. If that information does not apply, Click ‘Next Step’ to proceed.
Clicking in the space for ‘City Contract / Ordinance Information’ will pop up an entry window.

### City Contract / Ordinance Information

*Enter the City Contract information if applicable*

- **City Contract #**
- **Department Responsible**
- **Enter the Ordinance information, if applicable**
  - **Ordinance #**
  - **Page #**
  - **Date of Passage**
  - **End Date of Ordinance**

- **Enter** the ‘City Contract #’
- **Select** the department that the contract was issued for

- **Enter** the ‘Ordinance #’ if this application is being carried out under a City ordinance
- **Enter** the ‘Page #’ – the page number of the applicable ordinance
• **Select** the ‘Date of Passage’ - Date of the passage of the ordinance that applies
  - *Clicking* in the field pops up a calendar
  - *Click a date* to select

• **Select** the ‘End Date of Ordinance’ – End date of the ordinance
  - *Clicking* in the field pops up a calendar
  - *Click a date* to select

• *Click* the ‘Next Step’ button to proceed

4. **Event Information** is the next step…
4. Event Information
The ‘Event Information’ page is displayed

Event Specific Information

Athletic Event Information

The ‘Application Number’ has been created

1. Enter ‘Route Information’
2. Select the from drop-down list
3. Enter ‘Event Name’
4. Click/Select ‘Assembly Time’
5. Click/Select ‘Step-off Time’
6. Enter ‘Number of Participants’
7. Enter ‘How was this Number Determined’

Location Information is the next step…
Assembly Information

The ‘Application Number’ has been created

Location Information is the next step…
Block Party Information

The ‘Application Number’ has been created.

1. Click/Select ‘Start Time’
2. Click/Select ‘End Time’
3. Enter ‘Ward’

* Indicates a required field

**Location Information** is the next step…
Festival Information

The ‘Application Number’ has been created

1. Enter ‘Event Name’ (required)
2. Enter ‘Event Purpose’ (required)
3. Select from drop-down list
4. Select from drop-down list

Indicates a required field

Location Information is the next step…
Filming Information

The ‘Application Number’ has been created.

1. Check ‘Filming Information’ all that apply

2. Enter ‘Will any interruption of vehicular traffic be necessary?’ (required)

* Indicates a required field

Location Information is the next step…
Parade Information

1. Enter ‘Route Information’
2. Click/Select ‘Assembly Time’
3. Click/Select ‘Step-off Time’
4. Enter ‘Number of Vehicles’
5. Enter ‘Number of Participants’
6. Enter ‘How was this number determined:’
7. Enter ‘Number of Stands’
8. Enter ‘Construction Time’
9. Enter ‘Dismantle Time’

* Indicates a required field

The ‘Application Number’ has been created

Location Information is the next step…
Sidewalk Sale Information

Location Information is the next step…

The ‘Application Number’ has been created
Location Information

The location section is displayed on the Event Information page toward the bottom.

- **Click** the ‘+Add Location’ (required) button
Adding Location Information:

<table>
<thead>
<tr>
<th>Add Location Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
</tr>
<tr>
<td>To</td>
</tr>
<tr>
<td>Direction</td>
</tr>
<tr>
<td>Street Name</td>
</tr>
<tr>
<td>Suffix</td>
</tr>
<tr>
<td>Street Closure</td>
</tr>
<tr>
<td>Additional Information</td>
</tr>
</tbody>
</table>

* Indicates a required field

Service Request Information is the next step…
Service Request Information

Adding a Service Request:

- **Click** the ‘+Add Request Parking Meter Sign Posting or Bagging’ button

Entering Service Request Information

- **Select** the ‘Type of Action Required’ from the drop-down list.
- **Enter** the ‘Purpose of Posting/Bagging’.
- **Select** ‘Yes’ or ‘No’ from the drop-down list for ‘Amended Permit?’
- **Select** the ‘Side of the Street to Post/Bag’ from the drop down list.
- **Select** the ‘Posting/Bagging Begins’ date

![Service Request Information Form]

Click the ‘Date’ to select.
- Select the ‘Posting/Bagging Ends’ date

Click the ‘Date’ to select.

- Enter ‘Special Instructions for Traffic Services’ (optional)
- Click the ‘Add Request Parking Meter Sign Posting or Bagging’ button

Service Request Information Complete:

<table>
<thead>
<tr>
<th>Type of Action Required</th>
<th>Parking Restriction Sign Posting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose of Posting/Bagging</td>
<td>No Parking During Block Party</td>
</tr>
<tr>
<td>Amended Permit?</td>
<td>No</td>
</tr>
<tr>
<td>Side of Street to Post/Bag</td>
<td>East</td>
</tr>
<tr>
<td>Posting/Bagging Begins</td>
<td>02/16/2015 12:00 am</td>
</tr>
<tr>
<td>Posting/Bagging Ends</td>
<td>02/21/2015 12:00 am</td>
</tr>
</tbody>
</table>

* Indicates a required field

Click the ‘Add Request Parking Meter Sign Posting or Bagging’ button to add
Service Request Information Complete:
The Service Request displays in the section

5. Legal Agreements is the next step…

Click the ‘Next Step’ to proceed
5. **Legal Agreements**
The legal agreement must be acknowledged

- **Click** the ‘I Agree’ checkbox
- **Click** the ‘Submit’ button to proceed

6. **Status** is the next step…
6. Status
Congratulations! You have finished entering the application.

The application is being processed and sent to CDOT for review.

Note: the remainder of the application can be viewed by scrolling down the page.
Sign Out

When finished, be sure to sign out

- Click the drop-down arrow beside your user name
- Select ‘Sign Out’ to log off