



**CASTLE PINES EMERGENCY SERVICES  
PARKING PLAN REQUEST FORM**

**FAX TO: 303-688-4992**

**OR EMAIL TO ESADMIN@CASTLEPINESVILLAGE.ORG**

**Questions contact Emily Ostby at 303-952-0924/303-688-6447**

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*Pursuant to CPHA regulations Section (IV) 7 Special Event Parking Residents are required to submit a parking plan to Emergency Services for approval at least **72 hours** prior to event. Residents may be required to provide shuttle services, valet service or other forms of parking management to accommodate vehicles. Owners are responsible to ensure that guests comply with General Rules & Regulations.*

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- VEHICLES MUST BE PARKED ON **ONLY ONE SIDE OF THE STREET** TO ALLOW FOR EMERGENCY VEHICLE ACCESS/SNOW REMOVAL EQUIPMENT
  - VEHICLES MUST NOT BLOCK DRIVEWAYS, FIRE HYDRANTS OR MAIL BOXES
  - VEHICLES MAY NOT BE PARKED IN A MANNER THAT MAY CAUSE DAMAGE TO CPHA, METRO DISTRICT OR PRIVATE PROPERTY TO INCLUDE GRASS, SEEDED AREAS & ANY OTHER LANDSCAPING
  - NOTIFY NEIGHBORS TO MINIMIZE COMPLAINTS
  - CONSIDER HIRING A VALET/ SHUTTLE SERVICE TO ASSIST WITH PARKING
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DATE OF EVENT: \_\_\_\_\_ TIME OF EVENT: \_\_\_\_\_

RESIDENT NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

NUMBER OF VEHICLES: \_\_\_\_\_

PARKING PLAN (WHERE YOU PLAN TO PARK VEHICLES - Please be Specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**(CPES TO COMPLETE BELOW)**

CHANGES TO PARKING PLAN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PARKING ASSISTANCE REQUIRED: VALET SHUTTLE OTHER

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DATE SUBMITTED: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

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