



## Instructions for Completion of Application for Special Event Permits

1. Name the event and give a brief description of what the event entails.
2. State Route or Highway to be used (i.e. I-10, B-19, SR 84, etc.)
3. In or near refers to the closest town or city.
4. Beginning milepost (or kilometer post) and ending milepost (or kilometer post). A milepost (or kilometer post) is a green and white sign panel with the word "MILE" (or "KM") at the top and the associated mile (or kilometer) displayed beneath.
5. Time the event will start.
6. Time the event will end.
7. Date(s) of the event.
8. Name of responsible individual applying for permit (Applicant). If the applying entity is an organization, this person must have signatory authority.
9. Applicant's title.
10. Applicant's phone number.
11. Applicant's address.
12. Signature of the applicant, and the date of signing.
13. Submit the complete application to:

Arizona Department of Transportation  
Phoenix Maintenance District Permits  
2140 W. Hilton Avenue  
Phoenix, Arizona 85009-3740

Please be sure to mail the original signature application form.