



**Intermodal
Transportation
Division
Policy**

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Review Date

96-01 (1-2-96)
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Supersedes


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ADM 10-1 SPECIAL EVENT POLICY

PURPOSE

To provide the guidelines and responsibilities for the uniform issuance of Special Event Permits for the purpose of encroaching upon the state highway system.

SCOPE

This policy applies to temporary activities that impact the normal operation of a state highway as described herein.

AUTHORITY

The Arizona Department of Transportation (ADOT) has the statutory authority and responsibility to adequately control highway rights-of-way under these laws and rules: Arizona Revised Statute (A.R.S.) §§ 28-363 *Duties of the Director; Administration*, §§ 28-7045 *Director; Rules; State Highway and Route Use*, and Arizona Administrative Code, R17-3-501 through R17-3-509 *Highway Encroachments and Permits*.

DEFINITIONS

Certificate of Insurance	A written form that verifies an insurance policy has been written and provides a summary of the coverage provided under the policy.
Encroachment Permit	A written approval granted by ADOT for any activity requiring the use of, or intrusion upon, a state highway right-of-way.
Special Event	Any temporary, organized, or supervised activity that could affect the normal operation of a state highway. The use of any state highway right-of-way by an outside entity and characterized by the desire of the requesting organization to occupy all or a portion of the highway or right-of-way and/or facilities or property belonging to the State. A Special event does not result in lasting physical change to the highway. Special Event Permits may be issued to individuals, profit or non-profit organizations, or governmental entities.

Special Event includes events which actually take place, wholly or in part on the highway, such as marathons, parades, processions, rides, and races. Special Events may require traffic control to be set up on the highway. The placement of traffic control on the highway for an event outside of the highway right-of-way is not considered a Special Event; however, additional Encroachment Permits

may be required.

State Highway	For the purposes of this policy, a state highway is the state route or portion of a state route that is accepted and designated by the State Transportation Board as a state highway and that is maintained by the state.
Bicycle Race	An organized or sponsored contest or competition of any number of bicyclists that could effect the normal operation of a state highway, as determined by ADOT.
Bicycle Ride	Non-competitive travel by bicycle on any portion of the state highway system.

POLICY

- A. In accordance with R17-3-502, a Special Event Permit may be issued to an applicant, if the applicant agrees to meet all conditions of the Special Event Permit.
- B. When an event crosses more than one District, the District in which the event begins will issue the Permit and be responsible for contacting all involved Districts to inform them of the event and request any restrictions.
- C. The sponsor or organizer of a bicycle event must declare in writing whether the event is a "race" or a "ride" as defined by this policy.
- D. Proof of insurance is required and shall adhere to the requirements of the ADOT Certificate of Insurance Policy.
- E. When the Special Event will require closing a state highway and moving the traffic to an alternate route, written consent from the local municipality that has jurisdictional control on the alternate route will be required.
- F. Issuance of a "blanket waiver" or "exception" is not permitted. Each event requires an individual application for a Special Event Permit.

RESPONSIBILITIES

- A. The District Permit Office is responsible for the following:
 - 1. To uniformly uphold and enforce the provisions of the Highway Encroachments and Permits rules, under R17-3-501 through R17-3-509.
 - 2. **Evaluate the request** for a Permit with regard to the safety of the traveling public and event participants. Involve other District staff, Risk Management, Local Agencies and Law Enforcement, as necessary in the decision to issue a permit.
 - 3. Coordinate the processing of Special Event Permits on state highways and **contact other ADOT districts** when an event crosses district boundaries. The District Permits Office in the district in which the event begins shall issue the Special Event Permit.

4. **Evaluate the traffic control plan.**

5. Process the permit application and **issue the Special Event Permit** within 150 days of receipt of the application. Retain a copy of the Permit in the office of origination for one year, as required by the ADOT *Records Retention Policy*, MGT-9.09.

6. **Participate** in the pre-event and post-event meetings.

7. **Monitor the permitted event** as needed.

8. Explain the following conditions and requirements for obtaining a Special Event Permit to the applicant:

a. **Permit Processing Timeframes** as they apply to the Administrative Review shall be completed within 30 days of receiving the application and the Substantive Review shall be completed within 120 days of receiving the application, in accordance with Arizona Administrative Code R17-1-102 *Licensing time-frames*.

b. **Responsibilities of the Sponsor** as stated herein.

c. Any **special conditions** of the Permit.

d. **General obligations and responsibilities** from the Special Event Permit Application.

e. **Insurance requirements** per the ADOT Certificate of Insurance Policy.

f. **Other requirements** as deemed necessary by the District.

B. ADOT Risk Management is responsible for the following:

1. Log all Certificates of Insurance (COI) into the COI database.

2. Review the COI to ensure validity and compliance with the ADOT Certificate of Insurance Policy.

3. Evaluate risk and determine the appropriate adjustments to limits and coverage.

4. Send notification of COI approval or denial with a copy of the COI to the permit technician.

C. Sponsors are responsible for the following:

1. Completion of all the requirements of the Permit.

2. Submission of all required materials for a Special Event Permit per the Special Event Permit Checklist.

3. Adhere to and follow the general obligations and responsibilities for obtaining a Special Event Permit.

4. Adhere to and follow any special conditions to be upheld during the event or immediately following the event.
5. Adhere to any other requirements as deemed necessary by the District prior to, during, or after the Special Event.
6. **Insurance** – Provide insurance per the requirements of the ADOT Certificate of Insurance Policy.
7. **Traffic Control Plans** – IF REQUIRED, an applicant must submit a traffic control plan in concurrence with the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD) section 6c.02 *Temporary Traffic Control Zones*. The MUTCD is available online at: <http://mutcd.fhwa.dot.gov/HTM/2003/html-index.htm>. **Arrangement of all signs** including, placement and removal of signs, barricades, lights or other temporary traffic control devices and flaggers (if required) must be in accordance with the traffic control plan.
8. Notify and invite all affected parties (i.e. ADOT, DPS, Local Jurisdiction, etc.) when a **pre-event meeting** is requested by the District Permit Office to discuss the proposed event and if necessary to finalize the Permit approval. Notify and invite all affected parties (i.e. ADOT, DPS, Local Jurisdiction, etc.) within 30 days when a **post-event meeting** is requested by the District Permit Office.
9. Immediately notify ADOT of any incidents or accidents resulting in property damage or injury.
10. **Clean up all litter** associated with the event.

GUIDELINES

- A. **Bicycle Events** - Per ITD Policy MGT 02-1 *Bicycle Policy*, it is ADOT's policy to provide safe and convenient bicycle access, as bicyclists have the right to operate in a legal manner on all roadways open to public travel, with the exception of fully controlled-access highways. Bicyclists may use fully controlled-access highways in Arizona except where specifically excluded by regulation and where posted signs give notice of a prohibition.
1. If the event is a "race", the District Permits Office will require the sponsor to apply for and receive a Special Event Permit prior to the event. The race may or may not involve a mass start, where the majority of those involved in the event begin at the same time and place.
 2. If the event is a "ride" and any of the following criteria are met, the District Permits Office will require the "ride sponsor" to apply for and receive a Special Event Permit prior to the event. The ride may or may not involve a mass start, where the majority of those involved in the event begin at the same time and place.
 - (a) The event is an organized or sponsored ride that may temporarily affect the normal operation of a state highway, as determined by ADOT.
 - (b) Signs will be placed within the right of way and/or the pavement will be marked.
 - (c) Traffic signals will be altered (i.e. flashing red or yellow, etc).

- (d) Highway ramps will be closed or there will be access changes.
- (e) Set up temporary traffic control of any kind.
- (f) Violation of traffic or other laws in a manner inconsistent with normal authorized public travel.

If the ride is not expected to impact the normal operation of the state highway, no Permit is required and it is understood that the bicyclist is exercising their right to operate on the highway (per A.R.S. §§ 28-812 and 28-815). Additional information regarding the ADOT Bicycle Policy and Bicycle Coordinators can be found at <http://www.azbikeped.org/laws-and-policies.htm>.

B. Motorcycle Rides and Events- If any of the following criteria are met, the District Permits Office will require the “ride sponsor” to apply for and receive a Special Event Permit prior to the event:

- The event is an organized or sponsored event/ride that may temporarily affect the normal operation of a state highway, as determined by the ADOT;
- Signs will be placed within the right of way and/or the pavement will be marked;
- Traffic signals will be altered (i.e. flashing red or yellow, etc);
- Highway ramps will be closed or there will be access changes;
- Set up temporary traffic control of any kind;
- Violation of traffic or other laws in a manner inconsistent with normal authorized public travel.

If the ride/event is not expected to impact the normal operation of the state highway, no permit is required and it is understood that the rider is exercising their right to operate on the highway (per A.R.S. §§ 28-892 and 28-964).

C. Prohibited activities such as sales of any service or thing and bicycling where prohibited by sign would not be approved for a Special Event Permit.

Consumption of alcoholic beverages is prohibited in all state highway right-of-ways and and/or facilities or property belonging to the State.

D. Slow moving events (that may or may not close lanes on the highway) - Events such as the Olympic Torch Run and the Lawn Mower Man shall be issued a Special Event Permit and will require traffic control as deemed necessary by ADOT.

REFERENCES

Arizona Revised Statute §28-101, §28-812, 28-815, §28-892 and §28-964

Arizona Administrative Code R17-1-102 *Licensing time-frames*

Arizona Administrative Code R17-3-501 through R17-3-509 *Highway Encroachments and Permits*

ITD policy MGT 02-1 *ADOT Bike Policy*

Manual on Uniform Traffic Control Devices (MUTCD) Section 6c.02 *Temporary Traffic Control Zones*

Required Submittals for Special Event Permits (Checklist)

- _____ 1) Permit Application
- _____ 2) Description of Event. Include:
 - _____ a) Type (i.e. parade, bike event marathon, etc.).
 - _____ b) Estimated number of participants.
 - _____ c) Part of right of way to be occupied or affected (i.e. roadway, low speed lane, paved shoulder.
 - _____ d) Will event require road or lane closure or restriction? Indicate which or both, as applicable.
 - _____ e) Date and time the roadway will be occupied or affected
 - _____ f) Special Event Permit Insurance Questionnaire
- _____ 3) Drawing of Special Event route. Include:
 - _____ a) Event route.
 - _____ b) Detour for traffic as applicable.
 - _____ c) Indicate major intersections, streets, and railroad crossings for clarification.
 - _____ d) Identify nearest highway milepost(s).
 - _____ e) Reference points for beginning and ending locations.
- _____ 4) Approval letter from the city, town, or county authorizing the group's use of the streets for the event.
- _____ 5) Traffic Control Plan. Include:
 - _____ a) Staging areas.
 - _____ b) Sign, cone, barricade (traffic control devices) description and placement.
 - _____ c) Traffic control official location and status (DPS, Sheriff, volunteer, etc.).
 - _____ d) Rest stop, break/aid station (list location of each and where in each area the activity equipment will be. Also, list what activity will occur at these stations).
 - _____ e) Name, title, and signature of person responsible for the design of the traffic control plan.
 - _____ f) Name of person who will be at the event and responsible for compliance with traffic control plans.
 - _____ g) Identify person(s) who will place and remove traffic control devices.
- _____ 6) Name(s) and phone number(s) of event official(s) and barricade company staff coordinating traffic control.
- _____ 7) Name(s) and phone number(s) of law enforcement agencies participating in traffic control (i.e. Sheriff, City Police Department, DPS, etc.).
- _____ 8) Written concurrence to proposed event from affected law enforcement agencies.
- _____ 9) Written concurrence from the agency having jurisdiction on a road that is used for the event.
- _____ 10) Media notification for highway user as accrued by event (radio, TV, newspaper).
- _____ 11) Access disruption; identify all accesses that will be disrupted.
- _____ 12) Closure notification to all individuals and businesses affected by access or road closure.
- _____ 13) Emergency response plan. Include:
 - _____ a) How emergency services for event and communities affected by event will be provided.
 - _____ b) Identify communications resources available during event (amateur radio, cellular phones, etc.).
 - _____ c) How postal delivery will be provided if postal routes affected.