ARIZONA DEPARTMENT OF TRANSPORTATION

SPECIAL EVENT PERMIT APPLICATION

Application is made by the undersigned to enter upon the highway right of way for the following special event:

_____

_____

on Highway(s) _____ Beginning MP _____ End MP _____ In or near_____

on the following date(s): _____ Start Time _____ End Time _____

Applicant Name: _____ Title: _____ Phone: _____

_____

(Organization) (Address) (City) (State) (Zip)

A Certificate of Insurance in the amount of $1 million, naming the State and the Arizona Department of Transportation as additional insured as their interests may appear, is a requirement of this permit and is attached hereto and made part of the application. Such insurance shall be kept in force by the permittee for the term of the permit.

The permittee shall indemnify, defend, and save harmless the State from any and all claims, demands, suits, actions, proceedings, loss, cost, and damages of every kind and description, including any attorney' fees and/or litigation expenses, which may be brought or made against or incurred by the Department on account of loss of or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any alleged act, omission, professional error, fault, mistake, or negligence of the permittee, its employees, agents, representatives, or contractors or subcontractors, their employees, agents, or representatives, in connection with or incident to the performance of the work, or arising out of Workmen's Compensation claims, Unemployment Compensation claims, or Unemployment Disability Compensation claims of employees of the permittee and/or its contractors' or subcontractors', or claims under similar such laws or obligations. The permittee's obligation under this Subsection shall not extend to any liability caused by the sole negligence of the State, or its employees.

THIS PERMIT IS SUBJECT TO REVIEW BY THE ARIZONA DEPARTMENT OF ADMINISTRATION, RISK MANAGEMENT DIVISION.

Applicant Signature: _____ Date: _____

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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
    Tucson District Permits
    1221 S. 2nd Avenue
    Tucson, AZ 85713-1602

Please be sure to mail the original signature application form.

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.
_____ 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) coordinating traffic control (i.e. Permittee, Sheriff, City Police Department, DPS, etc.).
_____ 7) Written concurrence to proposed event from affected law enforcement agencies.
_____ 8) Proof of liability insurance (or request to waive liability if the proposed event presents little or no hazard to the traveling public).
_____ 9) Media notification for highway user as accrued by event (radio, TV, newspaper).
_____ 10) Access disruption; identify all accesses that will be disrupted.
_____ 11) Closure notification to all individuals and businesses affected by access or road closure.
_____ 12) 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.

POLICY & PROCEDURES FOR ADOT SPECIAL EVENT PERMITS

I. Policy

A. To allow the reasonably safe use of state highways. ADOT has the statutory authority and responsibility to adequately control highway rights of way to prevent their abuse or unauthorized use. Due to the increasing number of requests for activities by groups with the desire to occupy all, or a portion of the highway, or activities which may impact ADOT right of way, the use of special event permits has been established. (ARS §28-108.A.19, AAC §R17-3-1712).

B. The special event permit process provides for the use of ADOT right of way, and establishes control for the reasonably safe use by special event groups and the public.

II. Eligibility

A. Any individual or group may apply for the use of the ADOT right of way for an event.

B. An "event " is defined as: any organization and/or supervised temporary activity which effects the transportation purpose of the State Highway, and/or any activity which in the absence of a permit would violate State Law or Rules.

III. Rules and conditions

A. An application will be submitted by the promoter or responsible party for the proposed event to be evaluated by ADOT for approval.

B. Special event permits must show proof of general liability insurance in the amount of a minimum of $1,000.000. The state of Arizona and Arizona Department of Transportation shall be named as additional insured. ADOT reserves the right to request additional insurance coverage based on the proposed event and potential liabilities.

C. Exception to the liability insurance requirements for special events may be made on a case by case basis. The exception will be based upon size, purpose and event activity, so as not to prohibit or unduly discourage the ability of small groups and communities from the opportunity to qualify for a special permit which would ultimately benefit the public and/or community

D. Upon review of the application, specifications and/or conditions will be attached to and made part of the special event permit. These specifications and conditions shall be met by the permitee.

IV. Procedures

A. Applicant Responsibilities

1. Submit initial written request and/or application a minimum of 60 calendar days prior to the event to the ADOT District Office where the event begins. The request or application should contain but may not be limited to the information identified on the checklist on the back of the permit application or as directed by ADOT, it is the applicant's responsibility to provide the required information / documentation to support the permit request and required approval.

2. Submit a complete application package a minimum of 30 calendar days prior to the event. This complete application shall be accompanied by four copies of traffic control plans drawn by a traffic control company or a qualified individual.

3. Provide written concurrence regarding traffic control from all affected law enforcement agencies.

4. Arrange for all signs, placement and removal of signs, barricades, lights or other traffic control devices, and flagmen, if required, in accordance with the traffic control plan prior to the event.

5. Conduct, at ADOT's request, a pre-event meeting, to discuss the proposed event and established notification of all affected parties (i.e. ADOT, DPS, City, etc.), and if necessary, a meeting to finalize the permit approval.

6. Clean up all litter associated with the event.

7. Adhere to all conditions and specifications outlined in the approved permit.

8. Ensure a copy of the special event permit is readily available at the event with the designated individual defined in the permit.

9. Conduct a post-event meeting and debriefing, if requested by ADOT, within a reasonable period after conclusion event.

B. ADOT Responsibilities

1. Coordinate the processing of special event permits on State highways from the initial application, through the review and approval, to the final inspection.

2. Evaluate the request with regard to the safety of the traveling public and event participants.

3. Evaluate the traffic control plan, submitted by the applicant, for approval. This includes review by the appropriate Regional Traffic Engineering Office.

4. Participate in the pre-event and post-event meetings and recommend additional coordination meetings as needed.

5. Monitor the permitted event, as needed.

6. Respond to applicant within two weeks following receipt of notice or application.