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 roadway / right of way to be occupied or affected

_____   d) Indicate if event will require road closure, lane closure 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 mileposts

_____   e) Reference points for beginning and ending locations

_____ 4) Approval letter from the affected city, town or county authorizing the use of the streets for this event.

_____ 5) Traffic Control Plan. Include:

_____   a) Staging areas

_____   b) Sign, cone, barricade and other traffic control device description and placement

_____   c) Location of traffic control officials during event and their affiliation (DPS, Sheriff, etc)

_____   d) Rest stop, break/aid station:

_____   d1) list location of stations and where equipment will be staged within area

_____   d2) list what activity will occur at these stations; water station, medical, etc.

_____   e) Name, title and signature of person responsible for the design of the traffic control plan and traffic control company they represent

_____   f) Name and cell phone number for the person who will be responsible for compliance of traffic control plans

_____   g) Identify company that will place and remove traffic control devices

_____ 6) Names and phone numbers of event officials coordinating traffic control (i.e. Permittee, Sheriff, City Police Department, DPS, etc.).

_____ 7) Written concurrence for proposed event from affected law enforcement agencies.

_____ 8) Proof of liability insurance. Policy number and/or name:_____

_____ 9) Media notification for highway users as accrued by event (radio, TV, newspaper, dynamic message system).

_____ 10) Access disruption; identify all accesses that will be disrupted.

_____ 11) Include a copy of the Road Closure notification or blocked access notification and a list of all individuals and businesses affected by this notification.

_____ 12) Emergency response plan. Include:

_____   a) How emergency services will be provided for this event and the affected communities

_____   b) Identify communications resources available during event (amateur radio, cellular phones, etc.)

_____   c) How postal delivery shall be provided if postal routes are affected by this event.