



**County of El Dorado
Community Development Agency
Transportation Division**

SPECIAL EVENT PERMIT APPLICATION

.....
MAKE YOUR SELECTION:
.....

Cycling **Running/Walking** **Parades** **Road Closures**
.....

THIS APPLICATION MUST BE SUBMITTED AT LEAST 90 DAYS PRIOR TO THE EVENT DATE

APPLICATION RECEIVED BY: _____ DATE: _____

TITLE OF EVENT: _____

TYPE OF EVENT: _____

SPONSORING ORGANIZATION: _____

ESTIMATED NUMBER OF PARTICIPANTS: _____

DATE OF EVENT: _____

START TIME: _____ COMPLETION TIME: _____

ROAD(S) TO BE TRAVELED OR OCCUPIED: _____

CONTACT PERSON: _____ DATE: _____

PHONE: _____ FAX: _____

ADDRESS: _____

EMAIL: _____

To the fullest extent allowed by law the Organizer shall defend, indemnify, and hold the County harmless against and from any and all claims, suits, losses, damages, and liability for damages of every name, kind and description, including attorney's fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, County employees, and the public, or damage to property, or in any way arise out of are connected with the work by the Organizer, his agents or employees including contractor's services, operation or performance hereunder, regardless of the existence or degree of fault or negligence on the part of the County, the Organizer, contractor, subcontractor(s) and employee(s) or any of these, except for part of the sole, or active negligence of the County, its officers and employees, or as expressly prescribed by statute. This duty of the Organizer to indemnify and save the County harmless includes the duties to defined set forth in California Civil Code Section 2778.

I HAVE READ, ACKNOWLEDGED AND AGREE TO THE ABOVE CONDITIONS WITH REGARD TO THIS PERMIT

SIGNATURE/TITLE: _____ **DATE:** _____

MUST BE ON BOARD OF DIRECTORS TO SIGN

THE FOLLOWING MANDATORY DOCUMENTS ARE REQUIRED FOR ALL
SPECIAL EVENT PERMITS

Submit application for the appropriate permit at least 90 days prior to the event.

The applicant's plans shall provide Route and Traffic Control Plans that indicates all measures to be used for this special event. Drawings must be of the standard of practice in this area. **NO GOOGLE MAPS DRAWINGS WILL BE ACCEPTED.** The minimum plan size shall be 11 x 17.

- Label all roads to be occupied, including all intersecting roads along the route.
- Indicate "start" and "finish" location of the event
- Indicate direction of travel for the participants
- Indicate locations of sanitation facilities if any are required.
- Signage Plan shall include type and location of all proposed signs, barricades, cones and flaggers. The minimum plan size should be 11 x 17.
- Detour Plan – a substitute or roundabout way of how the public is getting to the nearby roads. The minimum plan size shall be 11 x 17.
- Certificate of Insurance with the following words naming: "County of El Dorado, its officers, officials, employees and volunteers are included as additional insured, (ON AN ADDITIONAL INSURED ENDORSEMENT) but only insofar as the operations under this agreement are concerned. This provision shall apply to the general liability policy for one million dollars.
- The organizers shall remove all signs, all pavement markings or other materials immediately following the event. The organizers shall also remove all debris deposited by participants and spectators.

Once all applications, attachments and insurance documents are deemed complete this Department will notify all interested parties, departments, agencies of the event. They will have 10 working days to respond with comments or concerns regarding this event.

At this time all road closures must be processed through the Board of Supervisors Office for approval and issued a Resolution at a regular meeting. Parade special event permits do not need Board of Supervisors approval.