



**COMMUNITY DEVELOPMENT SERVICES**  
**DEPARTMENT OF TRANSPORTATION**  
<http://www.edcgov.us/DOT/>

**SPECIAL EVENT PERMIT APPLICATION**

**SELECT EVENT TYPE:**

Cycling     Running/Walking     Parade     Road Closure

***THE APPLICATION & REQUIRED DOCUMENTS SHALL BE SUBMITTED NINETY (90) DAYS PRIOR TO THE EVENT DATE***

TITLE OF EVENT: \_\_\_\_\_

SPONSORING ORGANIZATION: \_\_\_\_\_

ESTIMATED NUMBER OF PARTICIPANTS: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

START TIME: \_\_\_\_\_ COMPLETION TIME: \_\_\_\_\_

ROAD(S) TO BE TRAVELED OR OCCUPIED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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 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 REGARDS TO THIS PERMIT**

**SIGNATURE/TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*SIGNATURE OF AUTHORIZED EVENT REPRESENTATIVE ONLY*



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### **THE FOLLOWING DOCUMENTS MUST BE SUBMITTED FOR ALL SPECIAL EVENT PERMITS**

**The application and required documents shall be submitted ninety (90) days prior to the event**

- ALL drawings must be submitted on a minimum 11" x 17" plan size
  - NO AERIAL GOOGLE MAP or GOOGE EARTH IMAGE DRAWINGS WILL BE ACCEPTED
  - NO FREE HAND DRAWINGS WILL BE ACCEPTED
  - ALL plans to be clearly legible and shall depict details that indicate all elements relative to this Special Event
- Route Plan:
  - All roads being utilized shall be clearly identified, including all intersecting roads along the designated route
  - Clearly indicate "START" and "FINISH" locations for the Special Event
  - Clearly delineate direction of travel route for the participants to follow
  - Indicate locations of sanitation facilities or porta-potties, if any are provided / required
  - The minimum plan size shall be 11" x 17"
- Traffic Control / Signage Plan:
  - Signs shall conform to Traffic Operations Specifications per attached diagram
  - Clearly indicate the type and location of all proposed signs, barricades, cones, bio-degradable arrows / pavement markings and flagger placements
  - The minimum plan size shall be 11" x 17"
- Detour Plan:
  - Clearly delineate alternative routes or detours for affected neighboring residents and businesses to by-pass the Special Event limits
  - The minimum plan size shall be 11" x 17"
- Certificate of Insurance:
  - Document must identify following: "County of El Dorado, its officers, officials, employees and volunteers included as additional insured, (ON A SEPARATE ADDITIONAL INSURED ENDORSEMENT) but only insofar as the operations under this agreement are concerned
  - This provision shall apply to the general liability policy in the amount of one million dollars (\$1,000,000.00)
- The organizers shall be responsible for immediate and complete removal of all bio-degradable arrows / pavement markings, signs / posters and other event related materials following the event. The responsible event organizers shall immediately remove all debris / trash deposited by participants and spectators