

**BIG STONE COUNTY HIGHWAY DEPARTMENT
APPLICATION TO USE HIGHWAY RIGHT OF WAY FOR SPECIAL EVENTS**

Applicant _____ Phone No. _____

Address _____ City _____ State _____ Zip _____

Name of Party of or Organization Sponsoring Event _____

Name, Address and Phone Number of Contact Person _____

1. Location: On CSAH/CR _____ Street or Avenue No _____

In City of _____ Or Township of _____

Termini of proposed Road Usage _____

2. Purpose of Special Event _____

3. Proposed Date of Event _____

4. Proposed Hours of Event: from _____ to _____

5. Will Detouring of traffic be necessary? (check one) Yes No

Describe the detour route or Traffic Control Measures proposed and **attach a map or diagram** _____

The Applicant must submit a **Traffic Management Plan** if the event will require closure of the traveled portion of the roadway or shoulder, see back for details.

The applicant agrees to obtain a **Commercial General Liability Insurance Policy**, see back for details.

The Applicant agrees to obtain the approval of the other local authorities having joint supervision over the highway.

The Applicant agrees to follow the **Special Provisions** on the back of this form.

I (We), the undersigned, herewith accept the terms and conditions of the regulations of the Board of Commissioners and agree to fully comply therewith to the satisfaction of the Big Stone County Engineer's Office.

Date _____ Signature _____

In consideration of the applicant's agreement to comply in all respects with the regulations of the Board of Commissioners covering such operations, permission is hereby granted for the Special Event Road Closure as described in above application.

It is expressly understood that this permit is conditioned upon replacement or restoration of the County Highway to its original or to a satisfactory condition. **Authorized by BIG STONE COUNTY BOARD OF COMMISSIONERS**

Date _____ Authorized Highway Department Signature _____

Date _____ Authorized Sheriff's Office Signature _____

SPECIAL EVENT PERMIT SPECIAL PROVISIONS

A complete permit should be submitted a minimum of one month prior to the event.

The applicant agrees to obtain a **Commercial General Liability Insurance Policy** and have Big Stone County named as an additional insured on the policy. The applicant shall hold Big Stone County harmless and indemnify Big Stone County from any and all claims, demands, and causes of action arising from permit holder's use of the County Road including any attorney's fees and costs related thereto to the extent permitted by Minnesota Law. A Certificate of Insurance listing Big Stone County as additional insured on the Applicant's Commercial General Liability Policy must be obtained prior to the obstruction of the County Road. The certificate must be in place **10 days prior to the event** and provided minimum limits of \$1,500,000 per occurrence and aggregate. The applicant shall not cancel the insurance until the event is complete and the highway has been reopened. The insurer shall provide notice to the County Highway Department prior to any termination.

If the event will require closure of the traveled portion of the roadway or shoulder, the Applicant must submit a **Traffic Management Plan** along with the permit form. The Applicant must also notify and coordinate this activity with the local police department and or the **Big Stone County Sheriff's Office**. All detours and or lane closures shall conform to the provisions of the Minnesota Manual on Uniform Traffic Control Devices. The event shall not be detrimental to the highway or to the safety of the public. The Applicant must get MnDOT approval for any signs in the MnDOT Right of Way, even if such signs are required as a permit condition by the County.

Federal law requires that a "Class 2" safety vest must be worn by anyone working in roadways open to traffic, including event volunteers.

Traffic shall be controlled only by Law Enforcement. Volunteers may assist and guide participants but shall not direct vehicle traffic on the highway.

A definite area of the road will be designated for the exclusive or partial use for the special event. The applicant is not authorized to use any area of the roadway outside of the area defined in this permit.

No stands, buildings, tents or other encroachments will be permitted within the highway right of way unless specially noted in the permit application.

The use of spray paint on roadways, telephone poles or sidewalks is prohibited, with the exception of temporary chalk-based material. All temporary signage for the event will be allowed during the event period only.

Permanent road signs shall not be removed or covered with event signage.

This permit does not in any way relieve the applicant of liability for damages caused to the road or resulting from traffic accidents that may in any way relate to the permit. All damages, claims, or adjustments shall be the responsibility of the applicant.

If requested, and if staff is available, the County may provide and install traffic control devices and or signs, and the actual costs to provide this assistance will be billed to the applicant.

The main point of contact listed on the front page shall monitor the event to ensure the safety of the crowd from such hazards as traffic conflicts because of the blocking of the roadways, inspection of barricades, etc. This person shall be available during the event should police or city or township officials have concerns with the safety aspects of the event.

This permit cannot be assigned, transferred or subcontracted to others without written consent of Big Stone County.

Failure to abide by the conditions of the permit will be cause for denial of future applications.

