

INSTRUCTIONS FOR COMPLETING FORM
APPLICATION FOR SPECIAL EVENT/PARADE/BANNER ON COUNTY ROADWAY
RIGHT OF WAY

Applicants wishing to use a portion of a county roadway for a parade, bicycle event, race, filming or other special event must complete the attached Special Event/Parade/Banner Permit Form. Send the completed application and required insurance information to the the Koochiching County Highway Department, 715 4th Street, International Falls, MN 56649 or email dave.reimer@co.koochiching.mn.us.

Before submitting the application to the County, the applicant must obtain approval by both the local official(s) with authority to approve any detours on local roads associated with the event and law enforcement agency(ies) that will provide traffic control during the event.

Fill Out Form Completely

- Print (in ink) or type all information. The form can be filled out online and then printed at:
<http://www.co.koochiching.mn.us/DocumentCenter/View/>
- Be sure to sign the form. Submit the original form only.

Submit the following information:

- One permit application completed in its entirety; if an item does not apply, state "N.A." in the blank.
- A map of the proposed event route/area, showing its relationship to the trunk highway.
- A map of any proposed detour route.
- A description of how traffic will be controlled (e.g. police officer, proposed signing or other traffic control devices).
- Written approval of the route of detour by the road authority of the affected route(s), if other than the County
- Certificate(s) of insurance listing Koochiching County as an additional insured.

Koochiching County reserves the right to request a traffic control plan based on the complexity of the detour, traffic volumes, speed, and safety.

All parades and special events on roadway rights-of-way are governed by the attached statutes. All applicants must agree to comply with these statutes, and with any additional conditions attached to and made part of the permit.

The Permittee shall procure and maintain commercial general liability insurance during the term of the permit, and shall have Koochiching County added as an additional insured to the policy. The Permittee may do so either at its sole cost and expense, or it may arrange for the community group that sponsors the special event subject to this permit to procure and maintain the insurance coverage. The policy shall be in a form and amount satisfactory to the County, to cover any loss that may be incurred for or on account of any matter, cause or thing arising out of the permitted activity, and for property damage, personal injury and public liability under this permit. The amount of insurance shall have a limit of not less than \$2 Million per occurrence and \$2 Million in the aggregate. An Umbrella or Excess Liability insurance policy may be used to supplement the underlying policy limits to satisfy the full policy limits required herein. If the Permittee is a local unit of government, it may, during the term of this permit, maintain a program of self-insurance or equivalent protection covering its public liability in the amount of the statutory limits provided by MN Statutes, Chapter 466. The Permittee shall provide Certificates of Insurance to County prior to the commencement of any activity that is the subject of this permit. If a cancellation notice from an insurance carrier affording coverage herein is received by the policyholder, the policyholder shall notify County within five (5) business days with a copy of the cancellation notice, unless the policy contains a provision that coverage afforded under the policy will not be cancelled without at least thirty (30) days prior written notice to County.

Upon receipt of the application, County will review it to determine if all requirements have been met. A permit is not valid until it has been signed by County's authorized representative and delivered to the applicant.

<p>7)  Koochiching County Minnesota</p> <p align="center">SPECIAL EVENT/PARADE/BANNER ON COUNTY ROADWAY RIGHT OF WAY APPLICATION</p>	<p>Permit # _____</p> <p>County Road _____</p> <p align="center"><i>(THIS SECTION FOR MnDOT OFFICE USE ONLY.)</i></p>
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SUBMIT TO KOOCHICHING COUNTY HIGHWAY DEPARTMENT.

APPLICANT NAME AND TITLE	TELEPHONE	EMAIL ADDRESS
EVENT COORDINATOR	TELEPHONE	ADDRESS (Street, City, State, Zip)

NAME OF PROPOSED EVENT AND SPONSORING ORGANIZATION

LOCATION OF PROPOSED EVENT (Attach a map showing location/route of event and any detour)

County Road _____ From _____ to _____ Location Description : _____

WILL THIS EVENT BE WITHIN TRIBAL LANDS? Yes No **IF YES, WHICH ONE?**

INSURANCE INFORMATION (Attach the Required Certificate(s) of Insurance)

Insurance Carrier _____ Policy Number _____

DAY OF PROPOSED EVENT	DURATION OF THE PROPOSED EVENT
	Event Begins _____ Event Ends _____

DETOUR AND/OR TRAFFIC CONTROL REQUIRED. Attach a map showing route of detour and written approval of the route of detour by the road authority of the affected route(s), if not a County Roadway. Provide a description of how traffic will be controlled (e.g. police officer, proposed signing or other traffic control devices, and written approval of the traffic control services that will be provided by law enforcement agency(ies).

APPLICANT'S ACCEPTANCE, WAIVER AND INDEMNIFICATION

The undersigned applicant hereby agrees to comply with applicable statutes, rules and the standard conditions and special provisions of this permit. The applicant understands and agrees that no activities on the trunk highway right of way in connection with this application will be started until the application has been approved and the permit issued. The applicant also understands that this permit may also be subject to the approval of local road authorities having joint supervision over said roadway.

The applicant is aware of circumstances or hazards that may arise while conducting the proposed event that could result in injury, loss, damage or death, and the applicant assumes the risk of such circumstances, dangers or hazards, whether reasonably foreseeable or not.

The undersigned applicant expressly agrees that except for negligent acts of the County, its agents and employees, the applicant or its agents shall assume all liability for, and save the County, its agents and employees, harmless from any and all claims for damages, actions or causes of action arising out of the activities to be done in connection with this application and permit.

NAME AND TITLE	EMAIL ADDRESS
DATE	SIGNATURE

DO NOT WRITE BELOW THIS LINE

PERMIT NOT VALID UNLESS BEARING AUTHORIZED COUNTY SIGNATURE AND PERMIT NUMBER

AUTHORIZATION OF PERMIT

It is expressly understood that this permit is conditioned upon restoration of the County roadway right-of-way to its original condition or to a satisfactory condition. In consideration of the applicant's agreement to comply in all respects with the applicable laws and the conditions pertaining to this permit, permission is hereby granted for the work to be performed as described in the above application, said work to be performed in accordance with the following:

SEE ATTACHED STANDARD CONDITIONS AND SPECIAL PROVISIONS

_____ Expiration Date of This Permit	_____ Authorized County Signature	_____ Date of Authorized Signature
DISTRIBUTION Original to the File Applicant	DEPOSIT REQUIREMENTS <input type="checkbox"/> No Deposit Required <input type="checkbox"/> Deposit Required in the Amount of \$ _____ Date Deposit Received _____ <i>Deposit to be returned upon satisfactory completion of all work</i>	DEPOSIT TYPE Cashier's Check # _____ Certified Check # _____ Money Order # _____ Bond # _____

STATUTES

Minnesota Statutes §160.2715 RIGHT-OF-WAY USE; MISDEMEANORS.

(a) Except for the actions of the road authorities, their agents, employees, contractors, and utilities in carrying out their duties imposed by law or contract, and except as herein provided, it shall be unlawful to:

- (1) obstruct any highway or deposit snow or ice thereon;

Minnesota Statutes §169.04 LOCAL AUTHORITY.

(a) The provisions of this chapter shall not be deemed to prevent local authorities, with respect to streets and highways under their jurisdiction, and with the consent of the commissioner, with respect to state trunk highways, within the corporate limits of a municipality, or within the limits of a town in a county in this state now having or which may hereafter have, a population of 500,000 or more, and a land area of not more than 600 square miles, and within the reasonable exercise of the police power from:

- (1) regulating the standing or parking of vehicles;
- (2) regulating traffic by means of police officers or traffic-control signals;
- (3) regulating or prohibiting processions or assemblages on the highways; . . .

Minnesota Statutes §169.222 OPERATION OF BICYCLE.

Subd. 10. **Bicycle events.** (a) Bicycle events, parades, contests, or racing on a highway shall not be unlawful when approved by state or local authorities having jurisdiction over that highway. Approval shall be granted only under conditions which assure reasonable safety for all participants, spectators and other highway users, and which prevent unreasonable interference with traffic flow which would seriously inconvenience other highway users.

(b) By agreement with the approving authority, participants in an approved bicycle highway event may be exempted from compliance with any traffic laws otherwise applicable thereto, provided that traffic control is adequate to assure the safety of all highway users.

STANDARD CONDITIONS OF PERMIT

1. The applicant/event coordinator must comply with all applicable laws and regulations, including Worker's Compensation laws, local permits and other local requirements, and all Minnesota laws pertaining to the use of public roadway right of way.
2. The applicant/event coordinator shall ensure that the event does not interfere with the ability of the motoring public to travel through the community during the event. If the parade or special event involves temporary closure of a roadway, an easy and convenient detour route for the through traffic shall be made available after consultation with the local road authority. The detour route must be marked with standard traffic control signs according to the Minnesota Manual of Traffic Control Devices., so as to leave no doubt as to the intended route. Failure to provide adequate signing may result in the Sheriff ordering the event to be cancelled and the trunk highway reopened to traffic.
3. This permit authorizes use of the trunk highway right of way for a specific date and time. The event must terminate by the specified end time and the roadway restored to full normal vehicular travel.
4. This permit authorizes use of a definite and specified area of the roadway, and the event activities shall be carried on only in areas designated by the permit and at no other locations on the County roadways.
5. The applicant/event coordinator must ensure that adequate traffic control and enforcement, coverage of the closure, and proper direction of the detoured traffic is available. Coordination with local law enforcement and the Sheriff is required. Adequate police coverage of the closure and direction of the detour traffic must be available.
6. The applicant/event coordinator will be responsible for any damage done to roadway property as a result of the parade/event activities and cleanup of the areas involved in the parade/event. All areas disturbed shall be restored back to their original condition.
7. All directional signs along the parade/event route must be submitted to the County for approval no later than 14 days in advance of the event. All non-directional signs, banners or decorations that will be located on or over roadway right of way must also be submitted to the County for approval of the size, location and manner of installation. Such signs, banners or decorations may be installed no more than one week prior to the parade/event, and must be removed within 3 days after the event.
8. There shall be no stands, buildings, tents, or other encroachments permitted within the County roadway right of way.
9. No alcoholic beverages shall be distributed or consumed on the County roadway right of way.
10. The applicant/event coordinator will be responsible for all costs involved, including providing law enforcement for traffic control and for all costs of assistance provided by the CountyMnDOT, including the cost of traffic control devices, signs, and/or labor.