

READ FIRST BEFORE PROCEEDING

Effective January 2016, Polk County Public Works has changed portions of the Application and has added a requirement for a Traffic Control Plan to be submitted with the Special Event Application. The new Traffic Control Plan Requirements are attached to the new application. Please read all materials completely before completing the application.

TRAFFIC CONTROL PLAN REQUIREMENTS

Special events held on Polk County right-of-way require a permit, issued by the Public Works Department. The applicant shall, at their expense, provide a traffic control plan that complies with current Oregon road standards and the latest edition of the Manual on Uniform Traffic Control Devices and with the Oregon Supplement to the MUTCD. Pertinent requirements and links to resources are contained below.

Traffic control plans for special events do not need to be completed by a licensed engineer, unless the event is sufficiently large/complex that a licensed engineer is specifically required by the County. Be advised to consult with public works at your earliest convenience in case this could be an issue. At a minimum, SPECIAL EVENT AHEAD or other sign(s) will be required to notify the public of an event.

Submitted Traffic Control Plans **SHALL INCLUDE THE FOLLOWING:**

- Event Location/Route/Map (with street labels, arrows, intersections)
- Detailed drawings at locations where flaggers will be used, showing location and spacing of signs and location of flaggers.
- Flaggers, Monitors and Volunteers (show all locations on route/map)
- Signage Table showing quantity/type of signs to be used (attached).
- Certification by the applicant (or applicant's engineer) that the traffic control plan is in conformance with all requirements.

Oregon Temporary Traffic Control Handbook (OTTCH) Requirements

Section 1.2 – Special Event Traffic Control

Special Event Traffic Control is designed for planned events that impact the flow of traffic. Traffic analysis should be conducted for special events. Analysis includes expected traffic volumes, entry and exit locations, available alternate routes, and normal traffic characteristics. A special event traffic control plan (TCP) is likely to include significant numbers of devised, personnel and alternate routes.

Each road jurisdiction may have permit or other requirements for special events with traffic impacts on their roads. The appropriate road jurisdiction should be contacted as part of the event planning for their assistance and approval of the temporary traffic control.

See Section 2 of the OTTCH for specific guidance and procedures for special event traffic control.

ODOT Traffic Manual Requirements for Special Events

Section 6.33 Special Events

Special events held on state highway right-of-way require a permit, issued by the ODOT District office with jurisdiction and in accordance with criteria established by OAR 734-056-0030. The applicant shall, at their expense, provide a traffic control plan that complies with current standards of the Manual on Uniform Traffic Control Devices and with the Oregon Supplement to the MUTCD. Signs used in conjunction with special events must also comply with the Sign Policy and Guidelines for the State Highway System. The Traffic—Roadway Section may be asked to review or provide assistance.

Additional guidance can be found at the following web addresses:









<http://www.oregon.gov/ODOT/HWY/BIKEPED/docs/bikerace.pdf>

http://ops.fhwa.dot.gov/program_areas/sp-events-mgmt/handbook/handbook.pdf

<http://www.oregon.gov/ODOT/HWY/TRAFFIC-ROADWAY/Pages/ottch.aspx#2011Edition>

Special Event Signage Table

Indicate the quantity of each type of sign to be used. Total quantity should match the total quantity of signs shown on the traffic control plan.

Quantity	Sign Image	Sign No.
		CW11-1
		CW11-1PC
		SC6-4 -PC
		W20-7A
		W3-4
		OBW16-2
		SC5-PC
		X-Road

**APPLICATION FOR
PUBLIC ROAD USE OR CLOSURE PERMIT FOR
SPECIAL EVENT**

***APPLICATIONS ARE DUE 60 DAYS PRIOR TO EVENT
A LATE FEE WILL BE CHARGED FOR APPLICATIONS
RECEIVED WITHIN 60 DAYS OF EVENT***

Name of Applicant: _____ Phone _____

Name of Event: _____

Sponsoring Organization: _____

_____ Address _____ City _____ State _____ Zip _____

Name of On-Site Coordinator - : _____
(Coordinator needs to be on site at all times and have authority to make changes to event)

Cell Phone of On Site Coordinator - : _____

Use or Closure Date: _____ 20____ Time: From _____ am _____ pm To _____ am _____ pm

Assembly Time: _____ pm _____ am Place: _____

Dispersal Time: _____ pm _____ am Place: _____

Estimated number of participants: _____

Is Certificate of Insurance enclosed? [] Yes [] No

Insurance Company: _____ Policy No. _____

Policy liability limits: _____

Applicant agrees, as a condition of this approval to name Polk County as an additional insured on the above referenced policy. Polk County must be so designated at least (7) seven days prior to use/event. I understand and agree. _____ (initials)

Polk County has (15) fifteen signs (CW11-1A) for bicycle events that are available for use by applicants/organizations. If applicant intends to use these signs, please indicate the following: quantity: _____, beginning date _____, and ending date _____.

Applicant agrees, as a condition of the free use of the Polk County signs, that applicant is responsible for returning these signs in the same condition as they were when they were transferred to applicant. Applicant also agrees to reimburse Polk County \$200 for each sign that is not returned _____ (initials).

Applicant agrees, as a condition of this approval, that a traffic control plan addressing the enumerated criteria required by the County (see attached Traffic Control Plan Requirements) is included with this application _____ (initials).

Applicant agrees that County is not responsible for the adequacy or implementation of this traffic safety plan during the event, nor is the County's approval of this permit an indicator of approval or certification of the adequacy of Applicant's traffic control plan beyond the fact that it addresses the enumerated criteria.

This permit is accepted and agreed to by the applicant subject to the requirements and conditions listed herein and applicant agrees to defend, indemnify and save harmless Polk County, its Board of Commissioners, its officers, agents and employees from all suits and actions, or claims of any nature brought because of injuries or damages received or sustained by any person or property on account of the traffic plan and/or operations of the said applicant, their representatives, and all participants or on account of or in consequence of any neglect or misconduct of the applicant, their representatives and all event participants.

_____	_____	_____
Applicant Signature	Organization	Date

_____	_____	_____
County Approval By	Title	Date

cc: Road Department
Sheriff's Department
Board of Commissioners
Fire Department

HINTS TO FACILITATE THE PROCESS

- 1) Provide all of the required items.
- 2) Give us as much information as possible.
- 3) Read the enclosed sheets of Typical Requirements for these types of permits and incorporate those that apply into your planning process.
- 4) Choose a course that is safe for your intended function and minimizes the impact to motorists and/or residents (i.e., bike paths, wide shoulders, low traffic volumes, low traffic speeds, etc.).
- 5) Schedule your event to avoid heavy traffic periods. Generally, the best times are early Sunday mornings, early Saturday mornings or Sunday afternoons.
- 6) Provide alternate routes in case your first choice is not suitable for some reason.
- 7) **Be prepared to provide the necessary signing to help ensure a safe event.** Loaner/rental signs are available at several commercial sign shops. These businesses can be located in the local yellow pages under Barricades, Traffic Signs, or Signs. If you want specialty signs or would like to purchase signs for repeated use, please contact Public Works first. Public Works must review the signing and traffic control plan to see if it meets criteria. Remember Public Works has signage available for bicycle events.
- 8) County maps are available for purchase through this office for \$1.00 if they are needed.
- 9) **Note that permits from this office apply only to roads under Polk County jurisdiction.** Permits must be obtained for the appropriate agencies (i.e. City, State of Oregon) for other than county roadways. If there is a question about jurisdiction over a particular roadway, Public Works can assist you.
- 10) If you have questions in the planning process or about our permit system, please call us at 503.623.9287.

SPECIAL EVENT PERMITS REQUIREMENTS OF PERMITS

This permit is applicable to Polk County roads. Applicant is responsible for obtaining permits from any other applicable agencies that have jurisdiction over roads not covered by this permit.

To clarify the meanings intended in the use of these words, the following definitions are given:

- (1) **SHALL** - A mandatory condition. Where certain requirements of the permit are described with the “shall” stipulation, it is mandatory that these requirements be met.
 - (2) **SHOULD** - An advisory condition. Where the word “should” is used, it is considered to be an advisable procedure or usage, recommended but not mandatory.
 - (3) **MAY** - A permissive condition. No requirement for procedure or application is intended.
- 1) All functions shall be planned in accordance with applicable Oregon laws. Participants in pedestrian events should use existing bike lanes, sidewalks, and paved shoulders and shall face oncoming traffic at all times. If there is no sidewalk or shoulder, they may use the extreme left edge of a two-way road, yielding to motor vehicles. Except in certain situations where traffic is being controlled by flaggers, participants shall obey traffic signs, signals, markings, and laws that apply to them.

Bicyclists are required to ride with the direction of traffic and are required to obey traffic signs, signals, markings, and laws that apply to drivers of automobiles. The only exception is when flaggers are allowed to control traffic.
 - 2) Monitors should be utilized throughout an event and are encouraged. They should be of a responsible age, but they are not allowed to control traffic or occupy a travel lane. Monitors are sometimes required to provide directions, regulate participants and provide safety instruction.
 - 3) Flaggers are required at locations where vehicular traffic may be required to yield to participants of an event. An example is a very busy street where a large group of people may be crossing. Vehicles shall not be stopped in excess of 5 minutes by flaggers of special events. Where delays up to 5 minutes are expected, advance warning is required.
 - 4) Where flaggers are used, they shall comply with the requirements of the most current version of the Oregon Temporary Traffic Control Handbook (OTTCH).
 - 5) All temporary traffic control shall comply with the requirements of the OTTCH.

- 6) Support vehicles shall be signed with CW17-1, CW17-2 or other sign, as appropriate, and are expected to travel at normal highway speeds and shall pull over or turn around in safe locations along the roadway. They should not block or interfere with the passage of regular vehicular traffic any more than necessary.
- 7) In some cases support vehicles may also serve as front and rear pilot cars. These pilot vehicles may be required to confine the group to a specific length to reduce the conflict with other users of the roadway.
- 8) Applicant is responsible for providing adequate off-street parking for all volunteers and participants. Parking on the shoulder and in the County Right-of-Way is not permitted.
- 9) Pavement markings associated with bicycle rides shall be located on the far right edge of the travel lanes and shall be made with non-permanent paint or chalk, white in color. These marks shall be removed within 3 days following the event using black paint. Similar pavement markings can be adapted to other types of events.
- 10) The beginning, ending, rest areas, overnight camp spots, or any other areas where participants, monitors, or observers may congregate, need to be located in areas that provide adequate room so that vehicles and people can gather well off the roadway. Areas commonly used include parks, school grounds, and parking lots. For those areas not in the public Right-of-Way, permission must be obtained from property owner or Agency.
- 11) If animals are involved in an event, or if litter from observers is likely to occur, sponsors of the event shall provide personnel to clean up the course immediately following the event.

If a course is proposed which presents extraordinary circumstances, Public Works may require a change in event location and/or routing at any time. For this reason, course review early in the planning stage is beneficial.

Without exception, all event participants must yield the right of way to emergency vehicles, as required by law.

- 12) Signs need to be placed in conformance with OTTCH. In no case shall signs be attached to telephone poles or existing road signs. If there is a reasonable expectation for wind, signs should be weighted so they do not blow over. Someone should be assigned to periodically review signs for proper spacing, visibility, and placement on the road shoulder.

In the event that an emergency vehicle is responding to an emergency (lights and/or siren) all special event participants shall IMMEDIATELY STOP and move to the side of the road.