

POLK COUNTY

ROAD USE / CLOSURE REQUEST FOR SPECIAL EVENT

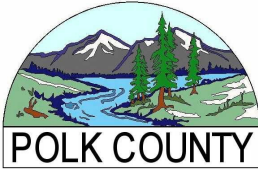


Applicants are **strongly encouraged** to obtain permit approval *prior* to advertising/promoting their event.

Traffic Control Plan Requirements are attached to the Special Event Application.

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 General Provisions 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, residents, businesses, and ag/timber users (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) Consider providing 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. Remember Public Works has signage available to borrow for bicycle events (Bikes on Roadway signs).
- 8) County maps are available for purchase through this office for \$10.00 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.
- 11) Avoid advertising/promoting your event prior to submitting your application since changes made during the application process may impact your participants.
- 12) We encourage applicants to submit at least 90 days prior to the event (60 days min.) to avoid delays or problems.
- 13) Submit completed applications to PW.Permits@co.polk.or.us



POLK COUNTY

PUBLIC WORKS

820 S.W. ASH STREET ♦ DALLAS, OREGON 97338-2112
503-623-9287 ♦ FAX 503-623-0897

APPLICATION FOR PUBLIC ROAD USE OR CLOSURE PERMIT FOR SPECIAL EVENT

Processing time: VARIES depending on length and type of closure

Applications are due 60 days prior to event date. A late fee may be charged for applications received within 60 days of the event. *Submit a completed application to PW.Permits@co.polk.or.us*

Name of Applicant: _____ Phone: _____

Name of Event: _____ Email: _____

Sponsoring Organization: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Name of On-Site Coordinator: _____ Cell #: _____

(Coordinator is required to be on-site at all times and have authority to make changes to event)

ROAD USE INFORMATION:

COMPLETE CLOSURE PARTIAL CLOSURE OPEN

Event Date(s): _____ 20____ Time: From _____ am To _____ am

Assembly Time: _____ am Place: _____

Dispersal Time: _____ am Place: _____

Estimated number of participants: _____

Is this event insured by a sanctioning body? *If yes, provide name and attach documentation to the submitted application.*

Yes - _____ (Name of sanctioning body).

No

Is a Certificate of Insurance enclosed? Yes No

Certificate holder shall read: Polk County, 850 Main Street, Dallas, OR 97338

Insurance Company: _____ Policy No. _____

Policy liability limits: _____

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

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

Applicant agrees, as a condition of the free use of Polk County’s 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 \$250 for each sign that is not returned _____ (initials).

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

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 control 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: Board of Commissioners
Fire Department
Road Department
Sheriff’s Office
Postal Carriers
School Transport Companies

TRAFFIC CONTROL PLAN REQUIREMENTS

Special Events held on Polk County’s rights-of-way require a permit issued by the Public Works Department. The applicant shall, at their expense, provide a traffic control plan performed by a certified Traffic Control Supervisor (TCS)*, Traffic Control Design Specialist (TCDS) or a licensed Professional Engineer (PE). The traffic control plan shall comply with current Oregon road standards, the latest edition of the Manual on Uniform Traffic Control Devices ([MUTCD](#)), in conjunction with the [Oregon Supplement to the MUTCD](#). Pertinent requirements and additional links to resources are contained below.

Traffic control plans for large/complex special events may need to be completed by a licensed engineer. Applicants are 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 upcoming event.

Traffic Control Plans **MUST** include the following:

- Event Location/Route/Map (with street labels, directional arrows, intersections).
- Detailed drawings at locations where flaggers will be used, showing location and spacing of signs, and location of flaggers.
- Show location of Monitors, Volunteers, Water & Rest Stations, and all signs placed.
- Signage Table showing quantity and type of signs to be used.
- Certification by the person preparing the Traffic Control Plan that the plan is in conformance with all requirements.

**Most businesses that advertise traffic control services have a certified Traffic Control Supervisor on staff.*

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 devices, personnel, and alternate routes.

Each road authority 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 plan.

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 using the links below:

(Also posted on our Polk County Public Works website at www.co.polk.or.us/pw/public-works-forms-documents)

[OAR 734-056-0030](#)

[FHWA_MUTCD_CurrentEditionPage](#)

[FHWA_MUTCD_OregonSupplementPage](#)

[ODOT OTTCH Page](#)

[FHWA_SpecialEventHandbook.pdf](#)

SPECIAL EVENT PERMIT GENERAL PROVISIONS

Once approved, the permit will be applicable to Polk County jurisdiction roads only. Applicant is responsible for obtaining permits from all other applicable agencies that have jurisdiction over roads not covered by this permit (i.e. State, City, other counties, etc).

Definitions:

- **SHALL** – A mandatory condition:
Where certain requirements of the permit are described with the “shall” stipulation, it is mandatory that these requirements be met.
 - **SHOULD** – An advisory condition:
Where the word “should” is used, it is considered to be an advisable procedure or usage, recommended but not mandatory.
 - **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 applicable laws. The only exception is when flaggers control traffic.
 - 2) Monitors are encouraged and should be utilized throughout an event. They should be of a responsible age, but they are not allowed to control traffic or occupy a travel lane. Monitors can be utilized to provide directions, regulate participants and provide safety instruction.
 - 3) All temporary traffic control shall comply with the requirements of the OTTCH.
 - 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) 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 five (5) minutes by flaggers of special events. Where delays up to five (5) minutes are expected, advanced notice is required.
 - 6) Applicant is responsible for providing adequate off-street parking for all volunteers and participants. Parking on the shoulder or in the County right-of-way is **NOT** permitted.

- 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) **Support vehicles** shall be signed with CW15-15 (EVENT AHEAD), CW15-15a (BICYCLE EVENT AHEAD), CW17-1, CW17-2 (BICYCLE RACE IN PROGRESS) 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.
- 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 three (3) days following the event using black roadway marking paint. *Similar pavement markings can be adapted to events other than those of bicycle format.*
- 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 the property owner or Agency.
- 11) If animals are involved in an event, or when litter from observers is likely to occur, sponsors of the event shall provide personnel to clean up the course immediately following the event.
- 12) If a course is proposed which presents extraordinary circumstances, or on roadways with known construction projects, 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.
- 13) After route approval, no changes can be made without approval from the Public Works Department.
- 14) Signs need to be placed in conformance with the OTTCH. ***In no case shall signs be attached to telephone poles, power poles, or existing road signs.*** If there is a reasonable expectation for wind, signs should be weighted so they do not blow over (Public Works has a community sand pile with bags for sandbag filling, which can be used as weight for event signs). Someone should be assigned to periodically review signs for proper spacing, visibility, and placement on the road shoulder.
- 15) ***Without exception, ALL event participants must yield the right-of-way to emergency vehicles and mail carriers, as required by state law and County Ordinance.***

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.