



GRAHAM COUNTY HIGHWAY DEPARTMENT
SPECIAL EVENT PERMIT APPLICATION

3400 W. 8th Street
Thatcher, AZ 85552

Application is made by the undersigned to enter upon the highway right-of-way for the following special event:

on County Road(s) _____ Beginning Location _____ End Location _____ In or near _____

on the following date(s): _____ Start Time _____ End Time _____

Applicant Name: _____ Title: _____ Phone: _____

(Organization)

(Address)

(City)

(State)

(Zip)

A Certificate of Insurance naming Graham County as additional insured as their interests may appear, is a requirement of this permit
And is attached hereto and made part of the application. Such insurance shall be kept in force by the permittee for the term of the permit.

The permittee shall indemnify, defend, and save harmless Graham County from any and all claims, demands, suits, actions, proceedings, loss, cost, and damages of every kind and description, including any attorney' fees and/or litigation expenses, which may be brought or made against or incurred by Graham County on account of loss of or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any alleged act, omission, professional error, fault, mistake, or negligence of the permittee, its employees, agents, representatives, or contractors or subcontractors, their employees, agents, or representatives, in connection with or incident to the performance of the work, or arising out of Workmen's Compensation claims, Unemployment Compensation claims, or Unemployment Disability Compensation claims of employees of the permittee and/or its contractors' or subcontractors', or claims under similar such laws Or Obligations. The permittee's obligation under this Subsection shall not extend to any liability caused by the sole negligence of Graham County, Or its employees.

THIS PERMIT IS SUBJECT TO REVIEW BY GRAHAM COUNTY AND COUNTY ATTORNEY.

Applicant Signature: _____ Date: _____

FOR DEPARTMENT USE ONLY: Permit No.

This application is approved with the following directions, requirements, specifications, restrictions:

APPROVED BY:

(Title) _____ (Date) _____

PROCEDURES FOR GRAHAM COUNTY SPECIAL EVENT PERMITS

I. Purpose

- A. To allow the reasonably safe use of Graham County highways. Graham County has the statutory authority and responsibility to adequately control highway rights of way to prevent their abuse or unauthorized use. Due to the increasing number of requests for activities by groups with the desire to occupy all, or a portion of the highway, or activities which may impact Graham County right of way, the use of special event permits has been established. (ARS §11-251, 40-360, 40-283 and 28-732).

- B. The special event permit process provides for the use of Graham County right of way, and establishes control for the reasonably safe use by special event groups and the public.

II. Eligibility

- A. Any individual or group may apply for the use of the Graham County right of way for an event.

- B. An "event" is defined as: any organization and/or supervised temporary activity which effects the transportation purpose of the Graham County Highways, and/or any activity which in the absence of a permit would violate State Law or Rules.

III. Rules and conditions

- A. An application will be submitted by the promoter or responsible party for the proposed event to be evaluated by Graham County for approval.

- B. Special event permits must show proof of general liability insurance in the amount of a minimum of \$1,000,000. County Of Graham shall be named as additional insured. Graham County reserves the right to request additional insurance coverage based on the proposed event and potential liabilities.

- C. Exception to the liability insurance requirements for special events may be made on a case by case basis by Graham County BOS with consultation by the Graham County Attorney. The exception will be based upon size, purpose and event activity, so as not to prohibit or unduly discourage the ability of small groups and communities from the opportunity to qualify for a special permit which would ultimately benefit the public and/or community.

- D. Upon review of the application, specifications and/or conditions will be attached to and made part of the special event permit. These specifications and conditions shall be met by the permittee.

IV. Procedures

A. Applicant Responsibilities

- 1 Submit Special event application a minimum of 60 calendar days prior to the event to Graham County Highway Department. The request or application should contain but may not be limited to the information identified on the checklist on the back of the permit application or as directed by Graham County, it is the applicant's responsibility to provide the required information / documentation to support the permit request and required approval.
- 2 Submit a complete application package a minimum of 30 calendar days prior to the event. This complete application shall be accompanied by copy of traffic control plans drawn by a traffic control company or a qualified individual.
- 3 Provide written concurrence regarding traffic control from all affected law enforcement agencies.
- 4 Arrange for all signs, placement and removal of signs, barricades, lights or other traffic control devices, and certified flagmen, if required, in accordance with the traffic control plan prior to the event.
- 5 A pre-event meeting may be requested to discuss the proposed event and established notification of all affected parties (i.e., ADOT, DPS, City, etc.), and if necessary, a meeting to finalize the permit approval.
- 6 Clean up all litter associated with the event. Adhere to all conditions and specifications outlined in the approved permit. Ensure a copy of the special event permit is readily available at the event with the designated individual defined in the permit.

B. Graham County Responsibilities

- 1 Evaluate the request with regard to the safety of the traveling public and event participants.
- 2 Evaluate the traffic control plan, submitted by the applicant, for approval. This includes review by the appropriate Graham County personnel or may be in special occasions or larger events at permittee cost to Consulted Traffic engineer for approval.

Instructions for Completion of Application for Special Event Permits

- 1 Name the event and give a brief description of what the event entails.
- 2 Route or Highway to be used.
- 3 In or near refers to the closest town or city.
- 4 Beginning location and ending location.
- 5 Time the event will start.
- 6 Time the event will end.
- 7 Date(s) of the event.
- 8 Name of responsible individual applying for permit (Applicant).
If the applying entity is organization, this person must have signatory authority.
- 9 Applicant's title.
- 10 Applicant's phone number.
- 11 Applicant's address.
- 12 Signature of the applicant, and the date of signing.
- 13 Submit the complete application to:

Graham County Highway Department
3400 W. 8th Street
Thatcher, AZ 85552

Please be sure to mail the original signature application form.

Required Submittals for Special Event Permits Checklist

- 1) Permit Application

- 2) Description of Event
 - a) Type (i.e. parade, bike event, marathon, etc.)
 - b) Estimated number of participants
 - c) Part of roadway / right of way to be occupied or affected
 - d) Indicate if event will require road closure, lane closure or both; as applicable
 - e) Date and time the roadway will be occupied or affected

- 3) Drawing of Special Event route. Include:
 - a) Event route
 - b) Detour for traffic as applicable
 - c) Reference points for beginning and ending locations

- 4) Approval letter from the affected city, town or county authorizing the use of the streets for this event.

- 5) Traffic Control Plan. Include:
 - a) Staging areas
 - b) Sign, cone, barricade and other traffic control device description and placement
 - c) Location of traffic control officials during event and their affiliation (DPS, Sheriff, City etc)
 - d) Rest stop, break/aid station:
 - d1) list location of stations and where equipment will be staged within area
 - d2) list what activity will occur at these stations; water station, medical, etc.
 - e) Name, title and signature of person responsible for the design of the traffic control plan and traffic control company they represent if applicable.
 - f) Name and cell phone number for the person who will be responsible for compliance of traffic control plans. Identify persons that will place and remove traffic control devices.

- 6) Names and phone numbers of event officials coordinating traffic control (i.e. Permittee, Sheriff, City Police Department, DPS, etc.).

- 7) Proof of liability insurance Policy.

- 8) Written concurrence for proposed event from affected law enforcement agencies.
- 9) Access disruption; identify all accesses that will be disrupted.
- 10) Include a copy of the Road Closure notification or blocked access notification and a list of all individuals and businesses affected by this notification.
- 11) Emergency response plan. Include: How emergency services will be provided for this event and the affected communities.

SPECIAL EVENT PERMIT ATTACHMENT

The **banner** will be erected on the date of _____ and

Will be removed on the date of _____

This form is to be submitted with applications for permits for placement of **banners**.

The **banner** will be placed above/ along Highway _____ at _____

Banner message: _____

Banner material: _____

Height over road: _____ Size: _____ by _____ How banner is to be suspended:

Over or along roadway: _____

Who will place the banner:
_____ ?

Signature of official indicating their agreement to follow all permits specification for banner placement.

_____, Title _____

All **banners permitted encroachment** crossing Graham County Highways shall be installed with a minimum vertical clearance of eighteen (18) feet. No permitted encroachments shall be attached to any pole supporting any traffic control signal, sign or device. No permitted encroachments shall obstruct the view of or interfere with any traffic control signal, sign or device or site distance of drivers.