

**APPLICATION FOR PARADE PERMIT OR SPECIAL EVENT**

**(Please complete and return to:**

**Nobles County Public Works, P.O. Box 187, Worthington, MN, 55187-0187)**

**Phone: 507-295-5322 / Fax: 507-372-8348**

\_\_\_\_\_ (name) as representative of \_\_\_\_\_ (city or township) does hereby apply for a permit for a parade or to temporarily block a street for an event. The name of the event is \_\_\_\_\_. The type of activity planned is \_\_\_\_\_

The date for the proposed parade/event is \_\_\_\_\_ with the starting time at \_\_\_\_\_ and ending at \_\_\_\_\_. The route of this parade or blockage of the street shall be limited to County Highway(s) No \_\_\_\_\_ as shown on the attached map.

The following person \_\_\_\_\_, is designated by the requesting Organization as a safety officer. He/She shall monitor this activity to ensure the safety of the crowd from such hazards as traffic conflicts because of the blocking of the roadways, inspection of barricades, etc. In addition, this person shall be the contact person and shall be available during the event should police, city or township officials have concerns with the safety aspects of this event.

The requesting organization agrees to conduct this event in the safest possible manner. In those cases where a street or public access is blocked, it shall be done in a clearly visible condition taking into account the speed of traffic and the need to ensure visibility during the various times of the event (taking into account the need for flashers should the obstructions be in place during times of darkness). In addition, said barricades will only be in place as long as necessary. Barricades must be approved by the Nobles County Public Works and be placed according to the Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD).

The applicant agrees to defend and indemnify Nobles County, its agents and employees from all such claims including, without limiting the generality of the foregoing, claims for which Nobles County may be liable and legal fees and disbursements paid or incurred to enforce these provisions.

The requesting city or township shall provide \$300,000 liability insurance coverage and shall name Nobles County as an additional insured for this event with \_\_\_\_\_ Insurance Company. A certificate of insurance will be provided after the permit is approved and prior to conducting the event. The insurance must remain in effect until after the scheduled event.

\_\_\_\_\_  
Name of Person Applying

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Applying Organization

\_\_\_\_\_  
Name of Safety Officer

\_\_\_\_\_  
Address of Organization

\_\_\_\_\_  
Address of Safety Officer

\_\_\_\_\_  
Telephone No. of Organization

\_\_\_\_\_  
Telephone No. of Safety Officer

\_\_\_\_\_  
Location & Telephone No. of Safety Officer During the Event

Attachments needed:

- 1) Map of delineated area
- 2) Certificate of Insurance

Approved By: \_\_\_\_\_

Dated: \_\_\_\_\_

## **NOBLES COUNTY PUBLIC WORKS**

Policy for Use of Highway

Right of Way for Special Events

### **PURPOSE**

The main purpose of this Policy is to provide safer roadways for the traveling public. It will also aid Nobles County personnel and other interested road authorities in handling requests for road closures and other uses of the right-of-way for special events not related to construction or maintenance.

### **BACKGROUND**

The use of county highway right-of-way may be in the public interest for certain events. Notices, in the form of signs or banners erected within the right-of way, for certain events or information pertaining to those events or for other purposes may also be in the public interest. Therefore, the following guidelines have been developed to help assure that all requests for such use of the right of-way are responded to in a uniform manner throughout the County.

### **GUIDELINES**

Use of the county highway right-of-way for activities will not be allowed unless a legitimate public interest is to be served. Use of highway right-of-way not related to construction or maintenance requires that the requester contact the Nobles County Public Works. County authorization will be granted, through the approval of the Nobles County Board of Commissioners, if all pertinent criteria covered in these guidelines are satisfied.

This policy does not apply to the City of Worthington on Low Speed Roads on which there is an agreement between Nobles County and the City of Worthington covering the maintenance of the roadway. The City of Worthington shall have an application process to deal with requests for use of these roadways.

The requester for the permit shall complete an application form and submit all pertinent data deemed necessary to properly evaluate the request.

The permit shall identify that the sponsor agrees to assume the entire responsibility and liability for all damages or injury to all persons, whether employees or otherwise, and to all property, arising out of, resulting from or in any manner connected with the operation of the special event. The sponsor shall agree to defend and indemnify Nobles County, its agents and employees, from all such claims including, without limiting the generality of the foregoing, claims for which Nobles County may be claimed to be liable and legal fees and disbursements paid or incurred to enforce the provisions of this paragraph; and the sponsor shall further agree and pay for such general liability coverage which protects the County as an additional names insured.

The permit shall also identify that the sponsor shall be responsible for damage done to the highway property as a result of the special event, damages payable upon receipt of invoice.

If Nobles County provides assistance in the form of traffic control devices, signs and/or labor, the requestor should be billed for the actual costs incurred by Nobles County.

High Speed. Two Lane. Two-Way Highways - Speed limit 35 miles per hour or greater; includes segments that may have additional lanes for passing, turning or bypassing and/or short segments of four or more lanes.

Low Speed Roads, - Speed limit 30 miles per hour or less; generally includes those segments of county highways that pass through a city and/or serve a city street type function.

#### **A. USE OF RIGHT-OF-WAY INVOLVING ROAD CLOSURE**

Examples of road closure include parades, special community events, etc.

Low Speed Roads - Closures may be allowed by approval of the Nobles County Board of Commissioners, to the following criteria:

- 1) The period of time for which a road is closed should not exceed twelve hours.
- 2) Requests shall be made through the offices or by the city or township.
- 3) A plan for traffic control and documentation of the means to implement it should be submitted. An adequate detour route shall be provided. Motorists shall be guided through the detour by signs, traffic control personnel, law enforcement personnel or a combination of the three.

Signs, if used, shall be in accordance with the Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD).

Detour signing, advance notices and publications are the responsibility of the requester. If, upon request, Nobles County provides assistance in the form of signs and labor, the requester should be billed for the actual costs to the County.

- 4) All road closures should be coordinated with the Sheriff's Department and the local law enforcement agency.
- 5) Adequate traffic control and law enforcement personnel shall be arranged by the requester.

#### **B. USE OF RIGHT-OF-WAY, NOT INVOLVING TRAFFIC RESTRICTIONS**

Examples in this category are parking, booths, sales, etc.

High Speed Two Lane Two-Way Highways - Use of right-of-way should not be allowed. However, use may be allowed in those cases where there is a limited impact on traffic, subject to the criteria covered Under "Low Speed Roads" below.

Low Speed Roads - Use of right-of-way may be allowed subject to the following criteria and approval by the Nobles County Board of Commissioners:

- 1) If the right-of-way is located within a developed area, requests should be made through the offices of or by the city or township.
- 2) No advertisements should be permitted on the right-of-way.
- 3) The use of the right-of-way shall not interfere with motorists' safe operation of their vehicles.
- 4) The use of the right-of-way shall not obstruct sight distance and shall not detract from motorists' view of traffic control devices.
- 5) Adequate law enforcement personnel protection shall be arranged by the requestor, as necessary.
- 6) Use of the right-of-way shall not exceed 7 days, and similar use should not recur within ten months.

### C. SIGNS, BANNERS AND DECORATIONS

High Speed Two Lane, Two-Way Highways and Low Speed Roads - Directional signs may be allowed at the intersection of the local road leading the event. Nondirectional signs, banners and overhead decorations will be allowed only on low speed roads subject to the following criteria and approval by the Nobles County Board of Commissioners:

- 1) If the signs, banners or decorations are to be located within a developed area, the requests should be made through the offices of or by the city or townships.
- 2) Directional and non-directional signing are the responsibility of the requestor. If, upon request, Nobles County provides assistance in the form of signs and labor, the requestor should be billed for the actual costs to the County.
- 3) The requestor for directional signing will be advised that signing must conform to the MN MUTCD or as directed by the Nobles County Public Works.
- 4) Directional signing shall contain only directional information for the event.
- 5) Non-directional signs or banners shall not appear to represent or conflict with an official traffic control device in shape, form, color or legend; they should be of a neutral color.
- 6) Non-directional signs or banners should display only the name of the event and the scheduled time.
- 7) Signs, banners and decorations shall not obstruct sight distances or detract from motorists' view of traffic control devices.
- 8) No changeable message signs of the type used for temporary or permanent traffic control shall be permitted for event advertising purposes.
- 9) The minimum clearance for all signs, banners and decorations spanning a highway shall be 22 feet above the roadway and shoulder.
- 10) Adequate traffic control shall be provided when overhead signs, banners and decorations are being installed and removed.
- 11) Non-directional signs, banners and decorations pertaining to an event shall not be in place longer than two weeks prior to the event and shall be removed within three days after the last day of the event.