



**Beltrami County Highway**  
2491 Adams Ave NW  
Bemidji, MN 56601

Highway Dept Ph: 218.333.8173  
Highway Dept Fax: 218.333.4280  
Sheriff's Office Ph: 218.333.9111

Please Submit 5 working days in advance of event

## SPECIAL EVENT APPLICATION TO USE HIGHWAY RIGHT OF WAY FOR SPECIAL EVENTS

Name of Applicant \_\_\_\_\_ Address \_\_\_\_\_

Name of Party or Organization Sponsoring Event \_\_\_\_\_

Name, Address, and Phone Number of Contact Person \_\_\_\_\_

1. Location: On CSAH/CR \_\_\_\_\_ Street or Avenue Name \_\_\_\_\_  
in City of \_\_\_\_\_ or Township of \_\_\_\_\_  
Termini of Proposed Road Usage \_\_\_\_\_  
(Give ties to land or street lines.)

2. Purpose of Special Event \_\_\_\_\_

Type of Closure (Check type)  Full Closure  Partial Closure of Shoulder/Parking Lane  Shared Use (bike event, etc)

3. Proposed Date of Event \_\_\_\_\_ Estimated Number of Participants: \_\_\_\_\_

4. Proposed Hours of Event: from \_\_\_\_\_ to \_\_\_\_\_

5. Will detouring of traffic be necessary? (Check one)  Yes  No

Describe the detour route or the Traffic Control Measures proposed and attach map or diagram \_\_\_\_\_

The Applicant must submit a **traffic management plan** if the event will require closure of the traveled portion of the roadway or shoulder, see back for details.

The Applicant agrees to obtain a Commercial **General Liability insurance policy**, see back for details.

The Applicant agrees to obtain the approval of other local authorities having joint supervision over the highway.

The Applicant agrees to follow the **Special Provisions** on the back of this form.

I, We, the undersigned, herewith accept the terms and conditions of the permit and agree to fully comply therewith to the satisfaction of the Beltrami County Engineer's Office.

Dated \_\_\_\_\_ Signature \_\_\_\_\_

*Attach the detour or traffic control plan and forward or deliver all copies to County Engineer's Office.*

**AUTHORIZATION OF PERMIT**  
(PERMIT NOT VALID UNLESS BEARING ALL SIGNATURES AND NUMBER)

Permit No. \_\_\_\_\_

Valid from \_\_\_\_\_ to \_\_\_\_\_

In consideration of the applicant's agreement to comply in all respects with the regulations of the Board of Commissioners covering such operations, permission is hereby granted for the Special Event Road Closure as described in the above application.

It is expressly understood that this permit is conditioned upon replacement or restoration of the County Highway to its original or to a satisfactory condition.

**Authorized by BELTRAMI COUNTY**

Date \_\_\_\_\_ Authorized Highway Dept Signature \_\_\_\_\_

Date \_\_\_\_\_ Authorized Sheriff Dept Signature \_\_\_\_\_

## **SPECIAL EVENT PERMIT SPECIAL PROVISIONS**

A completed permit should be submitted a minimum of one month prior to the event.

The Applicant agrees to obtain a Commercial **General Liability insurance policy** and have Beltrami County named as an additional insured on the policy. The Applicant shall hold Beltrami County harmless and indemnify Beltrami County from any and all claim demands and causes of action arising from permit holder's use of the County road including any attorney's fees and costs related thereto to the extent permitted by Minnesota Law. A Certificate of Insurance listing Beltrami County as additional insured on the Applicant's Commercial General Liability policy must be obtained prior to obstruction of the County road. The certificate must be in place **10 days prior to the event** and provide minimum limits of \$1,500,000 per occurrence and aggregate. The applicant shall not cancel the insurance until the event is complete, and the highway has been reopened. The insurer shall provide notice to the County Highway Department prior to any termination.

If the event will require closure of the traveled portion of the roadway or shoulder, the Applicant must submit a **traffic management plan** along with the permit form. The Applicant must also notify and coordinate this activity with the local police department and/or Beltrami County **Sheriff's Office**. All detours and/or lane closures shall conform to the provisions of the Minnesota Manual on Uniform Traffic Control Devices. The event shall not be detrimental to the highway or to the safety of the public. The Applicant must get MnDOT approval for any signs in MnDOT Right of Way, even if such signs are required as a permit condition by the County.

Federal Law requires that a "Class 2" safety vest must be worn by anyone working in roadways open to traffic, including event volunteers.

Traffic shall be controlled only by Law Enforcement. Volunteers may assist and guide participants but shall not direct vehicle traffic on the highway.

A definite area of the road will be designated for the exclusive or partial use for the special event. The applicant is not authorized to use any area of the roadway outside the area defined in this permit.

No stands, buildings, tents or other encroachments will be permitted within the highway right of way unless specifically noted in the permit application.

The use of spray paint on roadways, telephone poles and sidewalks/trails is prohibited, with the exception of temporary chalk-based material. All temporary signage for event will be allowed during the event period only. Permanent road signs shall not be removed or covered with event signage.

This permit does not in any way relieve the applicant of liability for damages caused to the road, or resulting from traffic accidents that may in any way be related to the permit. All damages, claims, or adjustments shall be the responsibility of the applicant.

If requested, and if staff is available, the County may provide and install traffic control devices and/or signs, and the actual costs to provide this assistance will be billed to the applicant.

The Main Point of Contact listed on the front page shall monitor the event to ensure the safety of the crowd from such hazards as traffic conflicts because of the blocking of the roadways, inspection of barricades, etc. This person shall be available during the event should police, city or township officials have concerns with the safety aspects of this event.

This permit cannot be assigned, transferred or subcontracted to others without written consent of Beltrami County.

Failure to abide by the conditions of the permit will be cause for denial of future applications.