Revised 4/23/2010

# Houston County

**1124 East Washington Street**
**Caledonia, MN 55921**
**Tele: 507-725-3925 Fax: 507-725-5417**

**Permit Fee $20.00**

# 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

3. Proposed Date of Closure _____

4. Proposed Hours of closure: 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 _____

_____

_____

If the event will require closure of the traveled portion of the roadway or shoulder, the Permittee must submit a traffic management plan along with the permit form. The Permittee must also notify and coordinate this activity with the local police department and/or Houston County Sheriff's Department. 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. This permit cannot be assigned, transferred or subcontracted to others without written consent of Houston County.

**The Permittee agrees to obtain a Commercial General Liability insurance policy and have Houston County named as an additional insured on the policy. The Permittee shall hold Houston County harmless and indemnify Houston 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 Houston County as additional insured on the Permittee's Commercial General Liability policy must be obtained prior to the Permittee's 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.**

I, We, the undersigned, herewith accept the terms and conditions of the regulations of the Board of Commissioners and agree to fully comply therewith to the satisfaction of the Houston County Engineer's Office.

Dated _____ Signature _____

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

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

**See Reverse Side For Regulations** **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. It is further understood that this permit is issued subject to the approval of local authorities having joint supervision over said street or highway.

**Authorized by HOUSTON COUNTY BOARD OF COMMISSIONERS**

Dated _____ County Highway Engineer _____

Copies to be distributed as follows: Applicant; County Engineer, Sheriff, & Local Police Chief

# SPECIAL EVENT
# PERMIT REGULATIONS

1. A legitimate public interest must be served by the closure of the road.
(This does not permit the use of public highway to foster private interests.)

2. A definite area of the road will be designated for the exclusive or partial use of such public parades, processions, or special events. The area to be used shall be defined by the beginning and ending of the restricted area, the width of the roadway to be used, and whether total or partial use is required.

3. Closures shall not be allowed during peak traffic periods unless authorized by the County Engineer. The period of time for which a road is closed should not exceed six hours.

4. If the right-of-way is located within a city, the applicant shall be both the sponsoring organization and the city.

5. No stands, buildings, tents or other encroachments will be permitted within the highway right of way.

6. A plan for traffic control and documentation of the means to implement must be submitted. An adequate detour route shall be provided by the local authority for the through highway traffic. Motorists shall be guided through the detour by signs, traffic control personnel, law enforcement personnel or a combination of the three.

7. That adequate police coverage of the closure and direction of the detour traffic is available. Coordination with local police and the highway patrol is required for establishing this policy requirement.

8. Signs, if used, shall be in accordance with the Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD). All detour signing, advance notices and publications are the responsibility or the requestor.

9. Assistance in the form of traffic control devices and/or signs, if requested by the sponsor will be billed for the actual costs incurred by the County.

10. Local authorities will be responsible for all costs of labor involved for the detour or traffic control operations.

11. 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 operations of the special event.

12. The sponsor shall agree to defend and indemnify Houston County, its agents and employees, from all such claims including, without limiting the generality of the foregoing, claims for which Houston County may be claimed to be liable and legal fees and disbursements paid or incurred to enforce the provisions of this paragraph

13. The sponsor shall further agree and pay for such general liability coverage which protects the County as an additional named insured.

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