

**POLICY, PROCEDURES, AND REGULATIONS FOR EVENTS
WHICH OCCUR WITHIN THE PUBLIC RIGHT OF WAY
(COUNTY ROADS, BIKE PATHS, AND SIDEWALKS)**

(\$35.00 permit fee)

ADMINISTRATIVE POLICY:

Benton County recognizes that numerous organizations in the County sponsor walk-a-thons, bicycle races, parades, fun runs, and other events which involve the use of public rights of way. It is the desire of the County to accommodate and cooperate with these organizations, so that such events may be conducted in a manner which is satisfying to the sponsors and participants, yet does not substantially inconvenience or endanger the citizens of Benton County.

Sponsors are encouraged to submit applications no later than three (3) weeks prior to an event, and to refrain from printing forms, flyers, or engaging advertising and publicity until the event route and details are approved by the County.

All applicants must be at least 21 years of age and must sign the "waiver". If an applicant refuses to sign, the permit will be denied without further consideration, and the applicant will be informed of the denial by the Benton County Public Works Department representative.

BENTON COUNTY PUBLIC WORKS RIGHT OF WAY USE PROCEDURE:

- I. Blank permit application obtained from Public Works Department.
2. Applicant discusses route, details, etc. with Public Works Staff.
 - A. Details route and any special conditions.
 - B. Attaches route map (required).
3. Public Works Staff determine other County departments or agencies needing to approve permit.
 - A. See application - Page 6, Item 2.
4. **APPLICANTS WILL HAND CARRY THE PERMIT APPLICATION TO COUNTY DEPARTMENTS AND OTHER AFFECTED AGENCIES INDICATED AND RETURN TO PUBLIC WORKS DEPARTMENT FOR FINAL APPROVAL**
5. Applicant returns permit to Public Works Department for final review.
6. All departments or affected agencies who have reviewed and okayed permit are sent a completed copy of permit.
7. Applicant is contacted. Any changes are gone over with applicant and a copy of permit given to him/her.

REGULATIONS

The County recognizes three distinctly different types of events:

- a. Those requiring no traffic control of any kind;
- b. Those requiring a minimum of traffic control, which is provided by the organization/sponsor;
- c. Those requiring law official traffic control.

The County will designate the type of traffic control needed. When only minimum control is needed, the sponsor will be required to furnish responsible persons to place and remove the traffic control devices or use hand-held signs. When maximum control is needed, the sponsor may be required to furnish responsible persons to aid the Sheriff's Department officers assigned to the event.

When traffic control devices are required, the sponsor or sponsor's representative must make the necessary arrangements so that the signs, barricades, etc., will be available to the sponsor at least one day before the event. If parking is to be restricted, signs need to be up 48 hours in advance of the event. The sponsor will be responsible for obtaining all traffic control devices, placing them according to the approved plan, removal of all devices after the event, and route cleanup.

Events in which participants will use only public sidewalks, bike paths or bike lanes, and in which participants obey all applicable traffic laws may not require a permit.

Events which take place on County roads, bike lanes, bike paths, or utilize a County park will require a permit.

The County Public Works Department has a limited supply of traffic control devices that may be available for the event sponsor/organization. The sponsor/organization may also obtain traffic control devices through local rental agencies. **Benton County strongly encourages event organizers to require participants to wear Hi-Visibility clothing during the event.**

***** PERMIT *****

USE OF PUBLIC RIGHT OF WAY

NAME OF EVENT: _____

DATE AND TIME OF EVENT: _____

PERSON RESPONSIBLE: _____

The undersigned authorized representatives of the Benton County Sheriff's Department and County Public Works Department do hereby grant a permit as provided for by Oregon Law and in accordance with the information and conditions described within the attached application for said permit.

for Benton County Sheriff

for Benton County Public Works Director

Date Approved: _____

Date Approved: _____

Information to Applicant/Organization:

This permit and applicable attachments must be in possession of person responsible for review at any time during the event and must be signed by both the County Sheriff and County Public Works Director or their respective authorized agents.

THIS PERMIT DOES NOT GRANT ANY AUTHORITY TO CLOSE THE ROAD OR TO IGNORE THE RULES OF THE ROAD OR TO DISOBEY ANY LAWS.

PLEASE REMEMBER TO USE GOOD COMMON SENSE AND SAFE PRACTICES DURING THE COURSE OF THE EVENT.

The County Public Works Department has a limited supply of traffic control devices that may be available. Traffic control devices may also be obtained through local rental agencies.

Permit Fee \$ _____/Receipt No. _____

Permit No. _____

APPLICATION TO USE PUBLIC RIGHT OF WAY
(Special Road Use)

1. NAME OF EVENT: _____
2. DATE OF EVENT: _____
3. EVENT WILL START AT _____ am/pm AND TAKE APPROXIMATELY _____ HOURS
4. SPONSORING ORGANIZATION AND PHONE: _____

5. NAME OF PERSON RESPONSIBLE FOR EVENT: _____
ADDRESS: _____
HOME PHONE: _____ BUSINESS PHONE: _____
6. TYPE OF EVENT (foot race, vehicle rally, marching parade, etc.). Include an estimate of the number of cars, people, and animals that will participate.

7. ROUTE TO BE USED (Please be specific): _____

8. FORMATION AREA WILL BE: _____
9. DISBANDING AREA WILL BE: _____

**** A route map must be submitted with permit application. ****

I agree to indemnify and hold Benton County, its officers, employees and agents harmless from any claim for damages arising out of the activities covered by this permit.

APPLICANT: _____
DATE: _____

OFFICIAL USE ONLY

1. Conditions of Permit: This permit only covers the County Roads listed below. For permission to use roads other than those listed apply to the appropriate agency.

2. **AGENCY SIGN-OFFS**

Sheriff's Office	Review by: _____	Date: _____
Engineering	Review by: _____	Date: _____
Parks	Review by: _____	Date: _____
Fire Department (Corvallis)	Review by: _____	Date: _____
Fire Department (Philomath)	Review by: _____	Date: _____
State Police	Review by: _____	Date: _____
State Highway Dept.	Review by: _____	Date: _____
Police Dept. (Philomath)	Review by: _____	Date: _____
	Review by: _____	Date: _____
	Review by: _____	Date: _____

Monitoring Officer Comments: _____

Original: File
pc: Applicant
Each agency signed-off above
Road Maintenance Division