

## *Procedure for Processing Special Event Permits*

### **PURPOSE**

To provide for consistent procedures as they apply to special event permits issued within County roadways.

### **GENERAL**

As defined in Chapter 15 of the Sonoma County Code, a Special Event is “*an organized procession or assemblage of people on a county highway which would significantly impact vehicular traffic or create a safety problem.*” Typically, Special Events differ from “Cultural Events” as defined in the Sonoma County Zoning Code (Chapter 26), in that a special event is conducted entirely within a dedicated right-of-way. Special Events include, but are not limited to: races, walkathons, organized runs, marathons, bicycle rides, triathlons, parades and other similar activities. This procedure is intended as a guide for staff in processing these types of permit applications. Cultural Events (events occurring on private property) requires a “Cultural Event” permit application and should be processed through Project Review Division. Applications for events that are both Cultural Events and Special Events should be submitted concurrently.

### **AUTHORITY**

Chapter 15-24 Sonoma County Code

### **FORMS**

- A. Application for Special Event Encroachment Permit ENC-004
- B. Insurance Requirements for Encroachment Special Event Permits ENC-005
- C. Insurance Policy Endorsement ENC-009
- D. Standard Conditions and Special Provisions ENC-008
- E. Filming Standard Conditions ENC-010
- F. Sample Public Works advisory letter

### **PROCEDURE**

- A. Initialization of Special Event Permit Request.

Upon initial contact with applicant, staff shall enter event information from completed Application for Special Event Encroachment Permit ENC-004 into Permits Plus, assign an SPE number, instruct applicant to pay appropriate fee and provide information in (A.1) below prior to permit issuance.

1. Staff shall request the applicant to provide the following information:
  - a. Completed Application for Special Event Encroachment Permit ENC-004 (Sample Bicycle Special Event Release Form may be used by applicant to prepare or modify event indemnification language as required). Information on original application and course map may change when coordinating with other local agencies and application is considered preliminary at this time.
  - b. Certificate(s) of Liability Insurance in conformance with Insurance Requirements for Encroachment Special Event Permits ENC-008 (submitted prior to permit issuance)
  - c. Insurance Policy Endorsement from insurance carrier or ENC-009 if no endorsement forthcoming (submittal prior to permit issuance).
  - d. Course map
    - i. Map must have streets labeled and show directional arrows indicating the direction of travel by participants, list of roads traveled, rest stops, location of aid and first aid stations, start and finish line. Minimum map size is 24"x16."
  - e. Number of participants – generally if over 300, a 6 month lead time is required
  - f. Date of event – review for conflicts with other scheduled events (See item A.4 below).
  - g. Event medical staffing information (See item A.2 below)
  - h. Copy of individual participant release waiver (waiver language must include Sonoma County, respective officers, employees, etc., see Sample Bicycle Special Event Release Form).
2. Size of event determines amount of notification required. Large events (over 500 participants) will require notification by applicant to local newspaper or other local publications, radio spots, and sporting goods stores. Local agencies must be notified as soon as possible in order to assess emergency services and traffic control needs (Fire, Police, CHP, etc.) Medical staffing proposals will be evaluated by local agencies for adequacy.
3. Advise applicant to check out course a minimum of 4 weeks prior to event and report any observed road hazards to Department of Transportation and Public Works (DTPW). Verbally advise applicant of contents of DTPW advisory letter regarding limited ability to address road hazards.
4. Conflicts with other events in same area should be avoided. Work with applicant to negotiate a date that will not conflict with other events and negatively impact the community or local resources. Inform applicant that event dates are reserved based on date of receipt of complete package and on first come, first serve basis.
5. Inquire whether or not applicant will require no parking signs and check boxes in special provisions as appropriate (ENC-008).

6. For filming in Sonoma County, ensure applicant has copy of Filming Standard Conditions, ENC-010.

**B. Local Agency Notification (by staff e-mail).**

1. California Highway Patrol (for traffic control).
2. Department of Fire and Emergency Services (Fire, to notify volunteer fire departments along the route).
3. Redcom (dispatch for the County of Sonoma).
4. DTPW (to determine if any roadway projects are in progress during the time of the event and coordinate any clean-up if necessary).

**C. Permit Issuance**

1. Gather comments from all agencies.
2. Send local agency comments/conditions to applicant by e-mail and/or set up meeting with all affected agencies including applicant to coordinate event among applicant and affected agencies.
3. Comments/conditions shall be included on event plan/drawing to be submitted for review and distribution to local agencies.
4. Standard conditions and special provisions (ENC-008) shall be determined and incorporated with application. Applicant shall submit final application and course map for approval of Special Event permit.
5. Deposit shall be collected for first time events and events where past history has resulted in expenditure of staff time reviewing and addressing complaints.
6. Staff may deny a permit to an applicant that has exhibited poor performance in the past that resulted in any unreimbursed staff time associated with, but not limited to, verified complaints of: litter, permanent pavement marking, or damage to public or private property.
7. Ensure applicant has all applicable standard conditions and special provisions, ENC-008, (or ENC-010 for filming) along with approved map attached to permit and include DTPW advisory letter. Applicable standard conditions and special provisions are all conditions of permit issuance.
8. Once approved, enter information on Permits Plus (SPEXX-XXXX) and issue permit.
9. Keep one copy of approved course map in file with application, scan and send copies to all of the following:
  - a. Fire Services
  - b. Redcom
  - c. California Highway Patrol
  - d. Other agencies as required (ie: Parks, Sheriff, DTPW, etc.)

**D. Complaints**

- a. Record and file complaints in project file, including complainant name and contact information, and nature of the complaint.
- b. Provide field review of event course if necessary to verify complaints of litter, pavement markings, or property damage.
- c. Notify applicant of complaints. Require applicant to clean-up or repair any

- verified complaint from “c” above. Return any deposit as necessary minus any funds expended by staff in verification of complaints, or clean-up.
- d. Contact complainant and address the complaint

**ATTACHMENTS**

- A. All above referenced forms

**Approved by:**

/s/ Pete Parkinson

Pete Parkinson, Director

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