



**POLICY, PROCEDURES, AND REGULATIONS FOR EVENTS
WHICH OCCUR WITHIN THE PUBLIC RIGHT OF WAY**

Fee: _____

ADMINISTRATIVE POLICY:

Benton County recognizes that numerous organizations in the County sponsor 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. Applicant submits completed application, including route details, special conditions, route map/maps, and Certificate of Insurance for **General Liability**: \$1,000,000 per occurrence and \$1,000,000 in annual aggregate, **Auto Liability**: \$1,000,000 per accident. **Workers' Compensation** insurance in compliance with ORS 656.017, which requires subject employers to provide workers' compensation coverage unless exempt under ORS 656.027. The policy shall name Benton County, its officers, agents and employees as additional insured.
- II. Public Works staff review application permit application. If need Public Works staff discusses route, details, etc. with applicant.
- III. Public Works Staff determine other County departments or agencies needing to approve permit.
- IV. **IF APPLICANT IS SUBMITTED LESS THAN THREE (3) WEEK PRIOR TO THE EVENT, THE APPLICANTS MAY BE REQUIRED TO HAND CARRY THE PERMIT APPLICATION TO COUNTY DEPARTMENTS AND OTHER AFFECTED AGENCIES INDICATED AND RETURN TO PUBLIC WORKS DEPARTMENT FOR FINAL APPROVAL.**
- V. All departments or affected agencies who have reviewed and approved the permit are sent a completed copy of permit.
- VI. Applicant is contacted. Any changes are reviewed with applicant and a copy of permit is given to them.

REGULATIONS

The County will designate the levels of traffic control needed. When only minimum control is needed, the sponsor will be required to furnish responsible persons to place and remove the event signage. When maximum control is needed, the sponsor may be required to furnish Certified Flaggers or contract with local Law Enforcement. When maximum control is required, a traffic control plan and certificate of insurance, naming Benton County as additional insured will be required.

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 shall be in place 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.

The County Public Works Department has a limited supply of Event signage, cones or barricades 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.**

ORS 811.550 is violated if a person parks, stops or leaves standing a vehicle on a shoulder, whether attended or unattended, unless a clear and unobstructed width of the roadway opposite the standing vehicle is left for passage of other vehicles.

USE OF PUBLIC RIGHT OF WAY

NAME OF EVENT: _____

DATE AND TIME OF EVENT: _____

EVENT REPRESENTATIVE: _____

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.

Benton County Sheriff

Director of Benton County Public Works

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.

A person is in violation of ORS 811.550 if a person parks, stops or leaves standing a vehicle on a shoulder, whether attended or unattended, unless a clear and unobstructed width of the roadway opposite the standing vehicle is left for passage of other vehicles.

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 event signage, cones or barricades that may be available. Event signage, cones or barricades may also be obtained through local rental agencies.

Fee: _____

Receipt Number: _____

Permit Number: _____

APPLICATION TO USE PUBLIC RIGHT OF WAY

1. NAME OF EVENT: _____

2. DATE OF EVENT: _____

3. EVENT BEGINS AT _____ AM/PM AND WILL END AT _____ AM/PM

4. SPONSORING ORGANIZATION NAME AND PHONE: _____

5. EVENT REPRESENTATIVE NAME: _____

- PHONE NUMBER: _____

- EMAIL ADDRESS: _____

6. TYPE OF EVENT (*foot race, vehicle rally, parade, etc*) with an estimate of the number of participants, vehicles and bicycles: _____

7. SPECIFIC EVENT ROUTE TO BE USED: _____

8. EVENT FORMATION LOCATION: _____

9. EVENT DISBANDING LOCATION: _____

****A map of the route MUST be submitted with this application****

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

Applicant: _____

Date: _____

OFFICIAL USE ONLY

CONDITIONS OF PERMIT: This permit only covers the County Roads listed in application. For permission to use roads other than those listed apply to the appropriate agency:

NO PERMANENT MARKINGS ALLOWED ON ROADWAY

AGENCY SIGN-OFFS

Benton County		
Sheriff's Office	Public Works/Engineering	Natural Areas, Parks and Events
Reviewed By:	Reviewed By:	Reviewed By:
Date:	Date:	Date:

City of Corvallis		
Police Department	Fire Department	Parks
Reviewed By:	Reviewed By:	Reviewed By:
Date:	Date:	Date:

City of Philomath	
Police Department	Fire Department
Reviewed By:	Reviewed By:
Date:	Date:

Other Agencies		
City of Albany Public Works	Oregon State Police	Other:
Reviewed By:	Reviewed By:	Reviewed By:
Date:	Date:	Date:

*Not all agencies listed will be required to approve for each permit