County of San Diego

RICHARD E. CROMPTON
DIRECTOR

DEPARTMENT OF PUBLIC WORKS

5510 OVERLAND AVE, SUITE 410
SAN DIEGO, CALIFORNIA 92123-1237

(858) 694-2212 FAX: (858) 694-3597
Web Site: www.sdcounty.ca.gov/dpw/

Dear Event Organizer:

Your organization has indicated that it is proposing to conduct a special event in the County of San Diego for which a Special Event Permit is required to be applied for from the Department of Public Works. A permit is required if your special event fits any one or more of the following descriptions:

a) The public road is closed for a parade, street fair, festival, fundraising activity or other similar action conducted by the sponsoring organization (this would include use of the road for event support such as parking or equipment staging even if the event is not conducted within the right-of-way).
b) The public road is used to conduct an organized athletic event such as a bicycle ride/race or a running event conducted within the right-of-way.
c) The proposed event will or has the potential to impact the normal operation of the roadway; such as the number of participants coming to and or leaving the event is such that it is very likely that traffic control will be needed to direct traffic into and/or out of the event site so that the normal flow of traffic is not impacted.
d) The public road is closed to conduct a neighborhood Block Party.

Attached to the DPW Special Event Permit package is a checklist of items that your organization will need to provide. Depending on the scope of the proposed event, additional items may also be required. Please note that providing these items and ensuring compliance with them is the applicant's responsibility. Read the check list carefully and provide the documentation as required. The application packet is located on the web at: http://www.sdcounty.ca.gov/dpw/roads/roadspdf/specialeventpacket.pdf

County Code requires that a complete application package be submitted at least 30 days prior to the special event (but no more than 6 months prior). To allow for adequate processing time and review of your proposed traffic control (including a previously approved traffic control plan), please ensure required items are submitted at least 30 days prior to your proposed special event. Failure to provide a complete application package on time will not allow for a special event permit to be issued.

The Department of Public Works Traffic Engineering office is located at 5510 Overland Avenue, Suite 410, Room 470, San Diego, CA 92123-1239. The office fax number is (858) 694-3928. Please contact Robert Fuller, permit coordinator, at (858) 694-3862, with any questions you have about the special event permit process.
email: Robert.Fuller@sdcounty.ca.gov

PERMIT INSTRUCTION GUIDELINES

County of San Diego

DPW / Transportation Division, Special Event Permits
5510 Overland Ave., Ste 410, Rm 470 (MS0334), San Diego, CA 92123-1239

INSTRUCTION GUIDELINES for completing the permit application for a County of San Diego DPW Special Event Permit. For any comments or questions please call 858-694-3862

1) Review the entire permit application packet.

2) The permit is valid only on County of San Diego maintained roads. This does not include roads under the jurisdiction of Caltrans or other Cities within the County; it is the applicant's responsibility to contact these other jurisdictions and obtain their approvals as applicable.

3) Applicant must contact the County DPW Special Event Permit coordinator as soon as possible and notify the County as to the plans for the proposed event (it is recommended that this be done prior to submitting an application).

4) Fill in the application with the information requested for:
   a. Event Information
   b. Applicant Information
      i. Non-Profit Sponsor and insurance for sponsor.
      ii. Primary event contact (person with responsibility to obtain all documentation).
      iii. Event Operator (if different from sponsor) and insurance for operator.
      iv. If an athletic event, information on the certifying organization of the bike or run and insurance for the organization.
      v. Traffic control contractor and insurance for contractor.
      vi. Emergency medical service provider.

5) Applicant must contact County DPW Special Event Permit coordinator to obtain the complete and updated list of agencies for the specific area in which the proposed event is to be conducted.

6) It is the **applicant's responsibility** to contact all of the agencies which have jurisdiction within the community area in which the proposed event is planned. The applicant is required to notify the agencies of the event plans and to comply with any requirement which the respective agency may impose on the event.

7) It is the **applicant's responsibility** to contact all of the County Departments which have jurisdiction within the community area in which the proposed event is planned. The applicant is required to notify the agencies of the event plans and to comply with any requirements or separate permitting which the respective County Department may impose on the event.

8) The proposed event may require permits or approvals from other governmental agencies or jurisdictions. It is the applicant's responsibility to obtain all other additional permits as required.

9) Review and understand the event's responsibility to comply with permit Special Conditions,

10) Provide an approved copy of the event's Traffic Control Plan showing the location of all signs (including advance notification of the event), barricades, traffic cones and traffic control personnel who will staff the event.
    a. The plan shall provide all of the needed information to assure that the traffic control will be set up and conducted according to the approved plans. Plans shall stipulate the time schedule of traffic control tasks and road closures and openings.
    b. Plans are to be prepared by an engineer or a licensed traffic control contractor with experience in preparing plans for special events.
    c. Plans must be submitted for plan check far enough in advance of the Special Event so that an approved set of plans is ready to route to other agencies no less than 30 days in advance of the scheduled event.
    d. Please note that as a result of plan check the plans may need to be modified and resubmitted prior to approval; this process alone could take 1 to 3 months. (see attached sample plans).
    e. The applicant is solely responsible for submitting enough documentation to the county as part of the application, so that it can be determined that the approved traffic control plan will be implemented and that the county roads will be closed and opened in a reasonable and safe manner. Completing the "Traffic Control Plan Additional Information Form" will help the review process for the permit (see attached).

11) The applicant shall mail or hand deliver notices to businesses and residents in the area along and adjacent to the event area that they may experience delays or may need to take alternative routes during the times of traffic control during the event. Proof shall be provided to the County that this has been accomplished prior to issuance of the permit. (newspaper ad, signs, fliers, direct mail, petitions, etc.).
    a. Provide a photo or drawing of the sign(s) that will be posted a minimum of 10 calendar days prior to the event. **The signs shall be orange background with 6 inch tall black letters** (approximate size of sign to be 4 feet by 6 feet) stating the name of road to be closed, location, time and date of the closure, and what the detour route is. Specific emphasis should be made if there is not an available or convenient detour.
    b. Submit a signed "Resident/Business Petition Form".
    c. Provide list of addresses and proof of mailing if notices provided by mail

12) Applicant shall show proof of contract(s) with a traffic control contractor, California Highway Patrol and/or San Diego County Sheriff that there will be enough police officers and Senior Volunteer Patrol to provide traffic control at all of the impacted intersections.

13) After review of the application and supporting documentation for the proposed event there may be additional specific conditions added to the permit at the time the permit is issued.

14) A complete application (including approved traffic control plans) must be submitted no less than 30 calendar days prior to the proposed event. An application for a Special Event permit will be denied if it is incomplete or deficient in the materials needed.

County of San Diego - Land Use & Environment Group
Department of Public Works

CHECK LIST FOR A DPW SPECIAL EVENT PERMIT

County of San Diego

DPW / Transportation Division, Special Event Permits
5510 Overland Ave., Ste 410, Rm 470 (MS0334), San Diego, CA 92123-1239
Phone (858) 694-3850 Fax (858) 694-3928

Note: A complete application must be submitted no less than 30 calendar days prior to the proposed event. Each of the below checked boxes represent the requirements of a complete submittal. An application for a Special Event permit will be denied if it is incomplete or deficient in the materials needed.

Please call (858) 694-3862 should you have any comments or questions.

APPLICATION

☒ **1.** Review and complete the attached application in its entirety, please be very specific in the description of your proposed event. Attach all required plans and documentation; it is the applicants responsibility to submit enough documentation demonstrating that county roads will be closed and opened in a reasonable and safe manner. Each application is considered a new application even if the event was previously conducted.

☒ **2.** Please read all of the permit conditions, ***initial, sign and date*** the **"Applicant's Agreement Form"** where indicated and fax to 858-694-3928 and mail the original; Note that the permit cannot be issued or processed without being signed by the applicant, agent or representative **who is authorized** to sign contracts for the sponsoring organization. The conditions of the permit may be modified during the permit review process.

☒ **3.** Submit a copy of the letter from the Internal Revenue Service stating that the sponsoring 501(c) organization is an authorized non-profit organization; and documentation that the organization is also registered as a non-profit organization with the State of California.

☒ **4.** Submit a copy of Certificate of Liability Insurance with a separate ADDITIONAL INSURANCE ENDORSEMENT (see attached example) for your organization or event; verify all dates. The effective dates of insurance coverage shall include all dates that the sponsoring organization will have personnel, volunteers or participants engaged in activities before, during and after the event. Other contractors or community organizations providing traffic control services must also provide proof of insurance.

☒ **5.** Provide a copy of your Emergency Medical Services (EMS) plan and the name of the company or agency providing the service. Provide the name of the contact person with phone numbers (including a cell number) and address. Include a time schedule of when and where they will be setting up at or staging their vehicle(s).

☒ **6.** Provide a copy of the notification to the residents in the area of the event that they could experience traffic delays during the event (newspaper ad, signs, fliers, direct mail, petitions, etc.).

TRAFFIC CONTROL

Plans are to be prepared by an engineer or a licensed traffic control contractor with experience in preparing plans. As a result of plan check the plans may need to be modified and resubmitted prior to approval.

☒ **7.** The applicant is solely responsible for submitting enough documentation to the county as part of the application, so that it can be determined that the approved traffic control plan will be implemented and that the county roads will be closed and opened in a reasonable and safe manner. Completing the attached Traffic Control Plan Additional Information Form will help the review process for the permit (see attached).

☒ **8.** Provide an approved copy of the event's Traffic Control Plan showing the location of all signs (including advance notification of the event), barricades, traffic cones and traffic control personnel who will staff the event. The plan shall provide all of the needed information to assure that the traffic control will be set up and conducted according to the approved plans. Plans shall stipulate the time schedule of traffic control tasks and road closures and openings. Plans are to be prepared by an engineer or a licensed traffic control contractor with experience in preparing plans for special events. Plans must be submitted for plan check far enough in advance of the Special Event so that an approved set of plans is ready to route to other agencies no less than 30 days in advance of the scheduled event. Please note that as a result of plan check the plans may need to be modified and resubmitted prior to approval; this process alone could take 1 to 3 months. (see attached sample plans)

☒ **9.** Provide an inventory list of all the traffic control devices that will be used to implement the approved traffic control plans.

☒ **10.** Provide a photo or drawing of the sign(s) that will be posted a minimum of 10 calendar days prior to the event. **The signs shall be orange background with 6 inch tall black letters** (approximate size of sign to be 4 feet by 6 feet) stating the name of road to be closed, location, time and date of the closure, and what the detour route is. Specific emphasis should be made if there is not an available or convenient detour.

☒ **11.** Please provide a request in writing if you want to borrow the traffic control devices needed to implement the approved traffic control plan from the county. If you do, a separate Sign Borrowing Agreement will be prepared after the traffic control plans are approved and the amount of devices needed to implement the approved traffic control plan is determined. It is the applicant's responsibility to pick up, setup and return signs, barricades and traffic cones; refer to instructions on the agreement.

☒ **12.** If you are contracting with a private company to provide and setup traffic control devices and/or provide traffic controllers please provide company name and contact person with phone numbers (including a cell number) of the company providing these services. The contractor must provide proof of insurance with separate additional insured endorsement.

☒ **13.** Provide a time/date schedule of when and where you will be setting up traffic control devices. Please provide contact name and phone number(s) (including cell number)

of the person who will be supervising the traffic control device setup, road closure, cleanup and reopening of the roads.

☒ **14.** Only properly trained or certificated personnel (by a training program approved by the Commissioner of the California Highway Patrol) are to handle the traffic control responsibilities, including setting up traffic control materials. Traffic controllers shall be a minimum of 18 years of age, wear appropriate safety clothing, wear reflective safety vests and have certified Civilian Traffic Control training. (see attached info on Civilian Traffic Control).

☒ **15.** Provide proof (copy of contract or correspondence) that the California Highway Patrol (CHP), San Diego County Sheriff or other qualified persons who will control traffic during the event at the locations identified requiring police traffic control. Please provide contact name and phone number(s) (including cell number) of the person who will be supervising the staffing of traffic control locations.

OTHER REQUIREMENTS

☒ **16.** If the proposed event involves public right of way owned and/or maintained by other governmental agencies or jurisdictions, then permit(s) must be obtained from the respective entities (i.e.: Caltrans or other cities).

☒ **17.** Please review the list in the application of the governmental agencies involved in providing services in the unincorporated area of the County where you will be conducting your event. It is the applicants responsibility to contact these agencies, inform them of the event and comply with any conditions that may be required.

☒ **18.** You may need to obtain a Community Event Permit (CEP), please call the Department of Environmental Health (DEH) at (858) 694-3614. If it is determined that your event will not qualify for a CEP; then DEH must contact DPW and inform DPW if DEH will require a separate DEH Food Handling permit for the proposed event or not.

☒ **19.** You may need to obtain a San Diego County Sheriff's Permit or License for your proposed activity. Please contact Blanca Pelowitz at 858-974-2822 or Donna Burns at 858-974-2119. The sheriff must contact DPW and inform DPW if the sheriff will require a separate permit or license for the proposed event or not.

☒ **20.** You may need to submit a Certification Form to substantiate compliance with County stormwater regulations. Please contact GladysGonzalez at 619-851-5629.

☒ **21.** You may need to obtain a Caltrans permit for your proposed event. Please contact Caltrans at 619-718-7895. Caltrans must contact DPW and inform DPW if Caltrans will require a separate permit for the proposed event or not.

☒ **22.** It is the applicant's responsibility to obtain all other additional permits as required.

☒ **23.** The county will send a copy of the application to each of the reviewing agencies as noted on the permit, however, it is the applicant's responsibility to comply with any conditions that they may establish and to obtain their approvals prior to the issuance of the DPW Special Event Permit.

☒ **24.** **NOTE: After review of the application and supporting documentation for the proposed event there may be additional specific conditions added to the permit at the time the permit is issued.**

County of San Diego - Land Use & Environment Group

Department of Public Works

APPLICATION FOR SPECIAL EVENT PERMIT

NOTE: This permit is valid only on County of San Diego maintained roads. This does not include roads under the jurisdiction of Caltrans or other Cities within the County; it is the applicant's responsibility to contact these other jurisdictions and obtain their approvals as applicable.

PART 1 EVENT INFORMATION

Type of event (description):

Event located in what area of the County (community name):

Name of Event:

Day & Date of Event:

Hrs of Event: **a.m. to p.m.** TB Guide map/page:

Location/Description of Event:

Attach vicinity maps, route maps and traffic control plans to permit application.

Event Web Site:

PART 2 APPLICANT INFORMATION

Non-Profit Sponsor's name:

authorized officer: email:

or agent's name:: email:

phone #'s: office #: fax #: cell #:

mailing address: city/state/zip:

Insurance for Sponsor issued by (company):

mailing address: city/state/zip:

or agent's name:: email:

phone #'s: office #: fax #: cell #:

mailing address: city/state/zip:

policy(s) #: expiration date:

applicant information continued on next page

PRIMARY EVENT CONTACT: Event Coordinator/Permitting Specialist

contact's name:: _____ email: _____

phone #'s: office #: _____ fax #: _____ cell #: _____

mailing address: _____ city/state/zip: _____

EVENT OPERATOR

Company Name: _____

authorized officer: _____ email: _____

contact's name: _____ email: _____

phone #'s: office #: _____ fax #: _____ cell #: _____

mailing address: _____ city/state/zip: _____

Insurance for Operator issued by (company): _____

mailing address: _____ city/state/zip: _____

agent's name:: _____ email: _____

phone #'s: office #: _____ fax #: _____ cell #: _____

policy(s) #: _____ expiration date: _____

Event held in association with (name): _____

mailing address: _____

Insurance for association issued by (company): _____

mailing address: _____ city/state/zip: _____

agent's name:: _____ email: _____

phone #'s: office #: _____ fax #: _____ cell #: _____

policy(s) #: _____ expiration date: _____

Traffic Control Contractor:

company name: _____

mailing address: _____ city/state/zip: _____

agent's name:: _____ email: _____

phone #'s: office #: _____ fax #: _____ cell #: _____

Insurance for TC Contractor issued by (company): _____

mailing address: _____ city/state/zip: _____

agent's name:: _____ email: _____

phone #'s: office #: _____ fax #: _____ cell #: _____

policy(s) #: _____ expiration date: _____

Emergency Medical Services By:

company name: _____

mailing address: _____ city/state/zip: _____

agent's name:: _____ email: _____

phone #'s: office #: _____ fax #: _____ cell #: _____

PART 3 EVENT LOCATED IN WHAT AGENCY'S JURISDICTION

Special Note: It is the **applicant's responsibility** to contact all of the agencies which have jurisdiction within the community area in which the proposed event is planned. The applicant is required to notify the agencies of the event plans and to comply with any requirement which the respective agency may impose on the event.

NOTE: *Prior to submitting application Event Operator must contact Traffic Engineering for an complete and updated contact list of agencies for the specific community area(s).*

Agencies providing services in the unincorporated areas:

- California Department of Forestry (CDF)
- Cleveland National Forest:
  San Diego Headquarters Office phone #: 858-673-6180 fax #: 858-673-6192
  Ranger District
- San Diego County Fire Authority phone #: 858-495-5434
  contact: James Pine email: James.Pine@sdcounty.ca.gov
- Fire Protection District/Department:
- Indian Reservation Fire Dept.
- Comminity Association
- California Highway Patrol (CHP) Area Field Office:
- San Diego County Sheriff Substation:
- San Diego County Road Maintenance/Operations
  Community Area Road Station:
- Transit Services
  SDMTS Transit Services: phone #: 619-595-3087 fax #: 619-744-5987
  contact: Michael B. Daney, Sr. Transit Operations Specialist email: mike.daney@sdmts.com
  North County Transit District: phone #: 760-967-2852 fax #: 760-757-9746
  contact: e-mail: bolszanicky@nctd.org or tim.omick@firstgroup.com
- U.S. Border Patrol, Public Info. Officer: phone #: 800-808-8727 fax #: 619-216-4047
  for San Diego, the Pacific Ocean to the east edge of the mountains; email: sdcicd@cbp.dhs.gov
- Caltrans San Diego, District 11: phone #: 619-718-7895 fax #: 619-688-6157
  contact: Jake Martinez email: Jake_Martinez@dot.ca.gov cell #: 858-518-3989
- Community Sponsor/Planning Group (CSG/CPG):

Agencies providing services in the adjacent cities:

- City Managers Office
- City Fire Department:
- City Parks & Recreation:

PART 4 County of San Diego Departments

Special Note: It is the **applicant's responsibility** to contact all of the County Departments which have jurisdiction within the community area in which the proposed event is planned. The applicant is required to notify the agencies of the event plans and to comply with any requirements or separate permitting which the respective County Department may impose on the event.

Listing of County of San Diego Departments providing review of and services for Temporary Community Events in the unincorporated County areas:

- Animal Services (licensing requirements)
  phone # 619-767-2624 (24-hour Emergency: 619-236-2341) fax #: 619-767-2706
  contact: Daniel Desousa email: Daniel.Desousa@sdcounty.ca.gov
- Environmental Health (food vendors) phone #: 858-505-6809 fax #: 858-505-6998
  contact: Maria Rodgers email: Maria.Rodgers@sdcounty.ca.gov
- Parks and Recreation phone #: 858-565-3600 fax #: 858-495-5841
  (main office) 858-694-3030 (park reservations) 877-565-3600
  contact: Duty Park Manager email: askparks.lue@sdcounty.ca.gov
  Jake Enriquez phone #: 858-966-1365 email: Jake.Enriquez@sdcounty.ca.gov
  Michael McFedries phone #: 858-966-1366 email: Michael.McFedries@sdcounty.ca.gov
- Planning and Development Services (zoning) phone #: 858-565-5981 or 888-267-8770 fax #: n/a
  contact: Dag Bunnemeyer phone #: 858-694-2581 email: Dag.Bunnemeyer@sdcounty.ca.gov
  Michelle Conners phone #: 858-694-2636 email: Michelle.Conners@sdcounty.ca.gov
- Planning and Development Services (Building-South County) phone #: 858-694-3024 fax #: n/a
  contact: James (Rusty) Anderson email: James.Anderson@sdcounty.ca.gov
- Planning and Development Services (Noise Abatement) ph #: 858-694-2177 fax #: 858-694-3093
  contact: John Bennett email: John.Bennett@sdcounty.ca.gov
- Planning and Development Services (Building-North County) phone #: 858-694-3767 fax #: n/a
  contact: Bob Nagel email: Bob.Nagel@sdcounty.ca.gov
- Public Works/Traffic Engineering phone #: 858-694-3850 fax #: 858-694-3928
  contact: Robert Fuller phone #: 858-694-3862 email: Robert.Fuller@sdcounty.ca.gov
  Chris Chan phone #: 858-694-3861 email: Christopher.Chan@sdcounty.ca.gov
- Public Works/Recycling phone #: 858-694-2458 fax #: 858-505-6356
  contact: Stephanie Ewalt email: Stephanie.Ewalt@sdcounty.ca.gov
- Risk Management (insurance) phone #: 858-694-3870 fax #: 858-694-3834
  contact: Susan Toner phone #: 858-694-3874 email: Susan.Toner@sdcounty.ca.gov
  Sharon Murphy phone #: 858-694-3791 email: Sharon.Murphy@sdcounty.ca.gov
- Sheriff's Licensing & Registration phone #: 858-974-2020 fax #: 858-974-2093
  Carnivals, Circuses, Bounce Houses, Kiddie Rides, Outdoor Assemblages, Entertainment and Beer & Wine sales (with ABC license)
  contact: Stacey Smith phone #: 858-974-2121 email: Stacey.Smith@sdsheriff.org
  Stacey Dullano phone #: 858-974-2113 email: Stacey.Dullano @sdsheriff.org
  Donna Burns phone #: 858-974-2119 email: Donna.Burns@sdsheriff.org
- Temporary Community Event Permit phone #: 858-694-3614 fax #: 858-505-6998
  Community Events email: DEHCommunityEvents@sdcounty.ca.gov
  FHD Duty Specialist: 858-505-6900 FHD Duty email: fhdutyeh@sdcounty.ca.gov
  contact: Joann Fang phone #: 858-694-3614 email: Joann.Fang@sdcounty.ca.gov
- Watershed Protection Program phone #: 619-694-3672 fax #: n/a
  contact: Gonzalez, Gladys phone #: 619-851-5629 email: Gladys.Gonzalez@sdcounty.ca.gov
  Chris Hanger phone #: 858-495-5645 email: Christopher.Hanger@sdcounty.ca.gov

Special Conditions for Traffic Control, Road Closures and Parades:

a) The applicant shall mail or hand deliver notices to businesses and residents in the area along and adjacent to the event area that they may experience delays or may need to take alternative routes during the times of traffic control during the event. Proof shall be provided to the County that this has been accomplished prior to issuance of the permit.

b) Applicant shall show proof of contract(s) with a traffic control contractor, California Highway Patrol and/or San Diego County Sheriff that there will be enough police officers and Senior Volunteer Patrol to provide traffic control at all of the impacted intersections.

c) The applicant will staff the event with enough personnel to implement the approved traffic control plan with the appropriate traffic control devices as specified on the traffic control plan; including picking up the traffic control devices from the road station. Any discrepancy will be corrected in a timely manner.

d) All event staff performing traffic control duties including setting up traffic control materials shall be a minimum of 18 years of age, wear appropriate safety clothing, reflective safety vests and have certified Civilian Traffic Control training.

e) **The event will not be started until all traffic control devices and traffic control personnel are in place; failure to have the devices placed and traffic control personnel in compliance with the approved traffic control plan constitutes a hazardous condition and must be corrected before allowing participants onto county roads.**

f) Applicant will submit an Emergency Medical Services (EMS) plan and maintain personnel and equipment at the event to implement the EMS plan. Plan to be approved by local fire agency.

g) As applicant is the expert on event conditions it is the applicant's responsibility to inspect the entire roadway impacted by the event and to take corrective action either to remove hazards (such as sand, mud or other debris) or to mark them with barricades or traffic cones so that participants will avoid them. If there is something of the nature that the road crew would repair (such as a missing sign or pothole) the applicant must report it to the area's road crew; keep in mind that the road crew will respond to any request as they normally do which may preclude repairs prior to the event.

h) Road closure and/or Special Event is permitted as long as the County road is used in such a manner as to allow fire trucks and other emergency vehicles to have unimpeded access to all portions of the road; use of the road in violation of this provision and/or permit may be cause for any agency having jurisdiction to modify or revoke the permit, order the road reopened and/or the Special Event terminated.

i) Beer/alcohol/food sales and/or distribution will only be conducted during the event with a valid permit and license from the San Diego County Sheriff, the State of California ABC Commission and the County of San Diego Department of Environmental Health.

j) Applicant is responsible for complying with State and Local regulations requiring compliance with Watershed Protection from potential pollutants; which may include submitting a Compliance Form (contact: San Diego County Watershed Protection program at 619-851-5629).

k) Applicant is responsible for complying with State and Local regulations requiring compliance with waste management and recycling; free recycling bins can be provided for your event. For questions or assistance, please contact Stephanie Ewalt at 858-694-2458.

l) Applicant is responsible for notifying and obtaining approval from all of the agencies which are listed on the permit. The County will provide a copy of the permit to each agency.

m) Depending on the review of the proposed event and comments received from other agencies, there may be additional specific conditions or requirements added to the permit prior to approval and issuance of the permit.

n) **In the event of rain, severe weather or significant traffic the event will be cancelled (only a CHP Officer in the field at the event may make a determination if the weather and traffic conditions will allow the event to safely continue).**

Special Conditions for Athletic Event (with traffic control)

a) Applicant shall show proof of contract with the California Highway Patrol or other police agency to provide traffic control and a police presence along the sections of roadway being used by the event. The CHP will actively enforce DMV regulations with event participants.

b) Road closure and/or Special Event is permitted as long as the County road is used in such a manner as to allow fire trucks and other emergency vehicles to have unimpeded access to all portions of the road; use of the road in violation of this provision and/or permit may be cause for any agency having jurisdiction to modify or revoke the permit, order the road reopened and/or the Special Event terminated.

c) **The event will not be started until all traffic control devices and traffic control personnel are in place; failure to have the devices placed and traffic control personnel in compliance with the approved traffic control plan constitutes a hazardous condition and must be corrected before allowing participants onto county roads.** The applicant will staff the event with enough personnel to implement the approved traffic control plan. Any discrepancy will be corrected in a timely manner.

d) Applicant will instruct all participants that the course is an "OPEN ROAD" with everyday vehicle traffic to be aware of around them; and that participants will comply with all the "RULES OF THE ROAD" and regulations as defined in the California Vehicle Code (this includes all athletes, support personnel, volunteers and all vehicles which they use) except as authorized by this permit. All vehicles must park out of any traffic lane or paved area of the roadway; must remain clear of the roadway so as not to impede regular traffic. **Event course monitors shall also remind and notify participants that the course is an open road and to be cautious of vehicle traffic.**

e) Event support areas, such as start-finish areas, water-feed areas shall be maintained a minimum of ten feet from the paved edge of the traveled traffic lane of the roadway, further if possible. Support personnel, including photographers, shall stand to the side of the road. The area shall be kept clean.

f) No "follow vehicles" are allowed to travel immediately behind a participant on a bicycle. **All support vehicles must operate as a normal vehicle**, maintain typical safe speeds for the local road and traffic conditions, park out of any traffic lane or paved area of the roadway; and must remain clear of the roadway so as not to impede regular traffic (this includes anyone providing support services, spectators or photographers). The California Highway Patrol will actively enforce the DMV regulations and permit conditions.

g) ***Applicant will instruct all participants that at all times they must ride single file and stay to the right hand side of the roadway, not impede regular traffic and be courteous to drivers.***

h) The applicant will mark the course with a sufficient number of signs (such as an 18" x 18" yard sign on a stick) to notify traffic in the area of the event and will use directional arrow signs designating the event route for participants to follow. These signs shall also direct participants to be courteous to drivers. All signs will be left up as long as there are participants on the course and removed immediately following the conclusion of the event. The type size on the signs shall be sufficient in size so that a participant can read them. **Note: paint may not be used on any roadway surface.; nor may any material (tape, signs, etc.) be placed on the roadway surface.**

i) The event organizer will instruct all participants to follow the attached **"Bicycle Ride/Race and/or Run/Race/Walk Along County of San Diego Roads EVENT RULES AND STIPULATIONS"**, require each participant to comply with all rules and to sign the "Athlete's Waiver" form; a participant's bib shall not be distributed to a participant until the applicant has been provided a completed, initialed and signed **"Athlete's Release Form"** from the participant. Applicant will deliver the completed waiver forms to the County.

Special Conditions for Athletic Event (continued)

j) Applicant will submit an Emergency Medical Services (EMS) plan and maintain personnel and equipment at the event to implement the EMS plan. Plan to be approved by local fire agencies.

k) As applicant is the expert on event conditions it is the applicant's responsibility to inspect the course and to take corrective action either to remove hazards (such as sand, mud or other debris) or to mark them with barricades or traffic cones so that participants will avoid them. If there is something of the nature that the road crew would repair (such as a missing sign or pothole) the applicant must report it to the area's road crew; keep in mind that the road crew will respond to any request as they normally do which may preclude repairs prior to the event.

l) Applicant is responsible for complying with State and Local regulations requiring compliance with Watershed Protection from potential pollutants; which may include submitting a Compliance Form (contact: San Diego County Watershed Protection Program at 619-851-5629).

m) Applicant is responsible for notifying and obtaining approval from all of the agencies which are listed on the permit. The County will provide a copy of the permit to each agency.

n) Depending on the review of the proposed event and comments received from other agencies, there may be additional specific conditions or requirements added to the permit prior to approval and issuance of the permit.

o) **In the event of rain, severe weather or significant traffic the event will be cancelled (only a CHP Officer in the field at the event may make a determination if the weather and traffic conditions will allow the event to safely continue).**

p) **Parking limitations in the area as noted:**
The event is required to monitor parking by participants (including staff) along the public roads adjacent to the event. This may require posting of NO PARKING signs (see attached) in order to ensure that traffic lanes are not blocked. Illegally parked vehicles will be ticketed and/or towed as necessary by the CHP.

Event Rules And Stipulations

County of San Diego

DPW / Transportation Division, Special Event Permits
5510 Overland Ave., Ste 410, Rm 470 (MS0334), San Diego, CA 92123-1239
Phone (858) 694-3850 Fax (858) 694-3928

Special Event – Athletic Event Bicycle Ride/Race and/or Run/Race/Walk Along County of San Diego Roads

The organization, agent, participants, riders, runners, spectators, employees, staff, and/or designee(s) (hereinafter referred to as participants) for the Special Event Permit are subject to the following conditions:

1) Participants will follow instructions of law enforcement and/or fire officials at all times and that in all cases emergency vehicles will have unimpeded access to all roads at all times.

2) Participants acknowledge that this event activity is inherently dangerous and that they are to be extra cautious of traffic, road conditions (especially water and debris), and weather affecting the event. By participation in the event participants agree to defend and hold harmless the County of San Diego from any and all claims and liability arising from or during the provision of the Special Event.

3) Participants are instructed that the course is an "OPEN ROAD" with everyday vehicle traffic to be aware of around them; and that participants will comply with all the "RULES OF THE ROAD" and regulations as defined in the California Vehicle Code (see attached).

4) Participants will stay to the right hand side of all road centerlines (except as directed by an authorized traffic detour or use of a separate trail or path). Any rider/runner, which crosses any centerline, will be immediately disqualified from the event and not allowed to participate in any further activities during this permitted event (disqualification is mandatory).

5) The event organizer will mark the course with a sufficient number of signs to notify traffic in the area of the event and will use directional arrow signs designating the event route for participants to follow. All signs will be removed immediately following the conclusion of the event.

6) For events which have an approved traffic control plan, traffic control by certificated personnel will be maintained at all appropriate turns and/or intersections on the course (as shown on approved traffic control plans) while there are participants on the course; the event will not be conducted without authorized traffic controllers on duty at all times.

7) All participants will abide by the above stated rules and stipulations, will sign waivers and be under the direction of the applicant and the sanctioning organization for the event and subject to the organizations' rules.

8) All participants will read, initial and sign the Athlete's Release Form provided by the County of San Diego. Event organizer will distribute these forms and submit the completed forms to the County.

9) The event organizer will instruct all participants to follow the above stated stipulations and require each participant to comply with all rules.

Applicant's Agreement Form

County of San Diego

DPW / Transportation Division, Special Event Permits
5510 Overland Ave., Ste 410, Rm 470 (MS0334), San Diego, CA 92123-1239
Phone (858) 694-3850 Fax (858) 694-3928

Initials & Signature Required As Noted!

This is a contract with legal consequences. I have been advised to read it carefully before signing.

_____ ***Initial***

1. The Agent, Organization, Participants, employees and/or designee(s) (hereinafter referred to as Applicant) for this Special Event Permit are subject to the conditions as identified in the permit. **This permit is valid only on County of San Diego maintained roads.** The permit does not cover areas under the jurisdiction of CALTRANS, incorporated Cities within the County or other agencies. The Applicant is responsible for obtaining all other required permits from all other appropriate jurisdictions or agencies.

_____ ***Initial***

2. The Applicant is required to maintain a minimum of one million dollars of liability insurance coverage during the entire time that the event is conducted and/or permitted for. The County of San Diego shall be listed as "Additional Insured" on the Certificate of Insurance with a separate endorsement.

_____ ***Initial***

3. The Applicant hereby waives, releases and discharges for the applicant, legal representatives, executors, administrators, assignees, and successors in interest (collectively referred to as "Successors") any and **all rights and claims for damages**, injuries, expenses or costs of any kind which have now or may be acquired in the future that are directly or indirectly related to participation in or association with the Event (collectively referred to as "Claims") **against the County of San Diego**, law enforcement agencies, the sponsors, organizers and any promoting organizations for this Event, and their respective agents, officials, and employees (collectively referred to as the "Released Parties"). The waived, released and discharged Claims include claims arising from the Released Parties' own active or passive negligence. THE APPLICANT FURTHER UNDERSTAND(S) AND AGREE(S) TO DEFEND, PRESERVE AND SAVE HARMLESS THE COUNTY OF SAN DIEGO AND EACH OFFICER, EMPLOYEE AND INDEPENDENT CONTRACTOR THEREOF FROM ANY LIABILITY OR RESPONSIBILITY FOR ANY ACCIDENT, LOSS OR DAMAGE TO PERSONS OR PROPERTY, HAPPENING OR OCCURRING, OR ARISING OUT OF, AS A RESULT OF THE PROVISION OF THE SPECIAL EVENT, AND THAT ALL OF SAID LIABILITIES ARE HEREBY ASSUMED BY THE APPLICANT.

_____ ***Initial***

4. Traffic control is to be provided at various locations, such as, narrow road segments, intersections, and starting or ending points. **Only properly trained or certificated personnel** (by a training program approved by the Commissioner of the California Highway Patrol) are to handle the traffic control responsibilities. Traffic controllers shall wear orange vests and utilize a "Stop/Slow" paddle. Advance warning signs shall be placed, well in advance of the event and any personnel, to alert oncoming vehicles of the supplemental traffic control and the event. Traffic controllers will avoid delays or back up of traffic onto primary County roadways such that: (a.) "grid-lock" does not happen; (b.) wait times will not exceed two minutes and; (c.) adjacent driveways to neighboring businesses and residences will not be blocked. The Applicant is required to use barricades and event materials such that emergency vehicles and personnel will be able to have unimpeded access to the area. The Applicant agrees to pickup, place, maintain and return barricades, cones and signs to the nearest County Road Station. The Applicant will reimburse the County for any lost materials borrowed for the event. **The Applicant shall provide advance notification** to the residents in the vicinity of the proposed Special Event, by any media (newspaper advertisement, flyer, mail, posting of signs, etc.), that they may experience some inconvenience or traffic delay during the event. All permits are stipulated that the Applicant shall carry out the proposed Special Event in compliance with all laws; follow the Rules of the Road and regulations as defined in the California Vehicle Code, and; shall ride and/or stay on the far right-hand edge of the roadway, maintain a single file, and travel in the same direction as traffic except as allowed by approved permit. Any activity that violates the law shall be cause to revoke this permit and hold the permit null and void**. Any law enforcement agency or other agency that participated in the review and approval of this permit has the authority to modify, cancel and/or revoke the permit** should it be determined that a violation has occurred which could affect the health and safety of the public.

_____ ***Initial***

5. I (we) certify that this Special Event is not being held for the sole purpose of advertising any product goods, wares, merchandise or an event designed purely for private profit. I (we) certify that the foregoing information in this application is correct and that I (we) will conduct the event in accordance with all applicable rules and regulations and the issued permit.

Sign & date

Applicant's Printed Name **For Non-Profit Sponsor**	**Signature of Applicant** (also, please initial above paragraphs as noted)	Date

Applicant's Agreement Form

County of San Diego

DPW / Transportation Division, Special Event Permits
5510 Overland Ave., Ste 410, Rm 470 (MS0334), San Diego, CA 92123-1239
Phone (858) 694-3850 Fax (858) 694-3928

Initials & Signature Required As Noted!

This is a contract with legal consequences. I have been advised to read it carefully before signing.

_____ ***Initial***

1. The Agent, Organization, Participants, employees and/or designee(s) (hereinafter referred to as Applicant) for this Special Event Permit are subject to the conditions as identified in the permit. **This permit is valid only on County of San Diego maintained roads.** The permit does not cover areas under the jurisdiction of CALTRANS, incorporated Cities within the County or other agencies. The Applicant is responsible for obtaining all other required permits from all other appropriate jurisdictions or agencies.

_____ ***Initial***

2. The Applicant is required to maintain a minimum of one million dollars of liability insurance coverage during the entire time that the event is conducted and/or permitted for. The County of San Diego shall be listed as "Additional Insured" on the Certificate of Insurance with a separate endorsement.

_____ ***Initial***

3. The Applicant hereby waives, releases and discharges for the applicant, legal representatives, executors, administrators, assignees, and successors in interest (collectively referred to as "Successors") any and **all rights and claims for damages**, injuries, expenses or costs of any kind which have now or may be acquired in the future that are directly or indirectly related to participation in or association with the Event (collectively referred to as "Claims") **against the County of San Diego**, law enforcement agencies, the sponsors, organizers and any promoting organizations for this Event, and their respective agents, officials, and employees (collectively referred to as the "Released Parties"). The waived, released and discharged Claims include claims arising from the Released Parties' own active or passive negligence. THE APPLICANT FURTHER UNDERSTAND(S) AND AGREE(S) TO DEFEND, PRESERVE AND SAVE HARMLESS THE COUNTY OF SAN DIEGO AND EACH OFFICER, EMPLOYEE AND INDEPENDENT CONTRACTOR THEREOF FROM ANY LIABILITY OR RESPONSIBILITY FOR ANY ACCIDENT, LOSS OR DAMAGE TO PERSONS OR PROPERTY, HAPPENING OR OCCURRING, OR ARISING OUT OF, AS A RESULT OF THE PROVISION OF THE SPECIAL EVENT, AND THAT ALL OF SAID LIABILITIES ARE HEREBY ASSUMED BY THE APPLICANT.

_____ ***Initial***

4. Traffic control is to be provided at various locations, such as, narrow road segments, intersections, and starting or ending points. **Only properly trained or certificated personnel** (by a training program approved by the Commissioner of the California Highway Patrol) are to handle the traffic control responsibilities. Traffic controllers shall wear orange vests and utilize a "Stop/Slow" paddle. Advance warning signs shall be placed, well in advance of the event and any personnel, to alert oncoming vehicles of the supplemental traffic control and the event. Traffic controllers will avoid delays or back up of traffic onto primary County roadways such that: (a.) "grid-lock" does not happen; (b.) wait times will not exceed two minutes and; (c.) adjacent driveways to neighboring businesses and residences will not be blocked. The Applicant is required to use barricades and event materials such that emergency vehicles and personnel will be able to have unimpeded access to the area. The Applicant agrees to pickup, place, maintain and return barricades, cones and signs to the nearest County Road Station. The Applicant will reimburse the County for any lost materials borrowed for the event. **The Applicant shall provide advance notification** to the residents in the vicinity of the proposed Special Event, by any media (newspaper advertisement, flyer, mail, posting of signs, etc.), that they may experience some inconvenience or traffic delay during the event. All permits are stipulated that the Applicant shall carry out the proposed Special Event in compliance with all laws; follow the Rules of the Road and regulations as defined in the California Vehicle Code, and; shall ride and/or stay on the far right-hand edge of the roadway, maintain a single file, and travel in the same direction as traffic except as allowed by approved permit. Any activity that violates the law shall be cause to revoke this permit and hold the permit null and void**. Any law enforcement agency or other agency that participated in the review and approval of this permit has the authority to modify, cancel and/or revoke the permit** should it be determined that a violation has occurred which could affect the health and safety of the public.

_____ ***Initial***

5. I (we) certify that this Special Event is not being held for the sole purpose of advertising any product goods, wares, merchandise or an event designed purely for private profit. I (we) certify that the foregoing information in this application is correct and that I (we) will conduct the event in accordance with all applicable rules and regulations and the issued permit.

Sign & date

Applicant's Printed Name **For Event Operator**	**Signature of Applicant** (also, please initial above paragraphs as noted)	Date

Supplemental Contractor/Vendor Applicant's Agreement Form

County of San Diego

DPW / Transportation Division, Special Event Permits
5510 Overland Ave., Ste 410, Rm 470 (MS0334), San Diego, CA 92123-1239
Phone (858) 694-3850 Fax (858) 694-3928

Initials & Signature Required As Noted!

This is a contract with legal consequences. I have been advised to read it carefully before signing. _____ ***Initial***

1. The Agent, Organization, Participants, employees and/or designee(s) (hereinafter referred to as Applicant) for this Special Event Permit are subject to the conditions as identified in the permit. **This permit is valid only for the unincorporated areas** of the County of San Diego. The permit does not cover areas under the jurisdiction of CALTRANS, incorporated Cities within the County or other agencies. The Applicant is responsible for obtaining all other required permits from all other appropriate jurisdictions or agencies . _____ ***Initial***

2. The Applicant is required to maintain a minimum of five million dollars of liability insurance coverage during the entire time that the event is conducted and/or permitted for. The County of San Diego shall be listed as "Additional Insured" on the Certificate of Insurance with a separate endorsement. _____ ***Initial***

3. The Applicant hereby waives, releases and discharges for the applicant, legal representatives, executors, administrators, assignees, and successors in interest (collectively referred to as "Successors") any and **all rights and claims for damages**, injuries, expenses or costs of any kind which have now or may be acquired in the future that are directly or indirectly related to participation in or association with the Event (collectively referred to as "Claims") **against the County of San Diego**, law enforcement agencies, the sponsors, organizers and any promoting organizations for this Event, and their respective agents, officials, and employees (collectively referred to as the "Released Parties"). The waived, released and discharged Claims include claims arising from the Released Parties' own active or passive negligence. THE APPLICANT FURTHER UNDERSTAND(S) AND AGREE(S) TO DEFEND, PRESERVE AND SAVE HARMLESS THE COUNTY OF SAN DIEGO AND EACH OFFICER, EMPLOYEE AND INDEPENDENT CONTRACTOR THEREOF FROM ANY LIABILITY OR RESPONSIBILITY FOR ANY ACCIDENT, LOSS OR DAMAGE TO PERSONS OR PROPERTY, HAPPENING OR OCCURRING, OR ARISING OUT OF, AS A RESULT OF THE PROVISION OF THE SPECIAL EVENT, AND THAT ALL OF SAID LIABILITIES ARE HEREBY ASSUMED BY THE APPLICANT. _____ ***Initial***

4. I (we) certify that this Special Event is not being held for the sole purpose of advertising any product, goods, wares, merchandise or an event designed purely for private profit. I (we) certify that the foregoing information in this application is correct and that I (we) will conduct the event in accordance with all applicable rules and regulations and the issued permit.

Sign & date

_____

Applicant's Printed Name
For Event Contractor/Vendor

Signature of Applicant
(also, please initial above paragraphs as noted)

Date

Contractor's name: _____ website: _____

mailing address: _____

agent's name: _____ email: _____

phone #'s: office #: _____ fax #: _____ cell #: _____

Insurance issued by (company) : _____

mailing address: _____

agent's name: _____

phone #'s: office #: _____ fax #: _____ cell#: _____

policy(s) #: _____ expiration date: _____

Community Special Event Resident/Business Notification and Approval Sheet

Page # of

County of San Diego

DPW / Transportation Division, Special Event Permits
5510 Overland Ave., Ste 410, Rm 470 (MS0334), San Diego, CA 92123-1239
Phone (858) 694-3850 Fax (858) 694-3928

EVENT INFORMATION

Type of event (description): _____

Event located in what area of the County (community name): _____

Name of Event: _____

Day & Date of Event: _____ Hrs of Event: **a.m. to p.m.**

Location/Description of Event: _____

As owner or occupant of residential/commercial property adjacent to the Special Event described above I agree to the road closure for the purpose of a Community Event.

1. _____

(Address) (phone number)

_____

(Resident/Business printed name) (Signature) (Date)

Comments: _____

2. _____

(Address) (phone number)

_____

(Resident /Business printed name) (Signature) (Date)

Comments: _____

3. _____

(Address) (phone number)

_____

(Resident/Business printed name) (Signature) (Date)

Comments: _____

4. _____

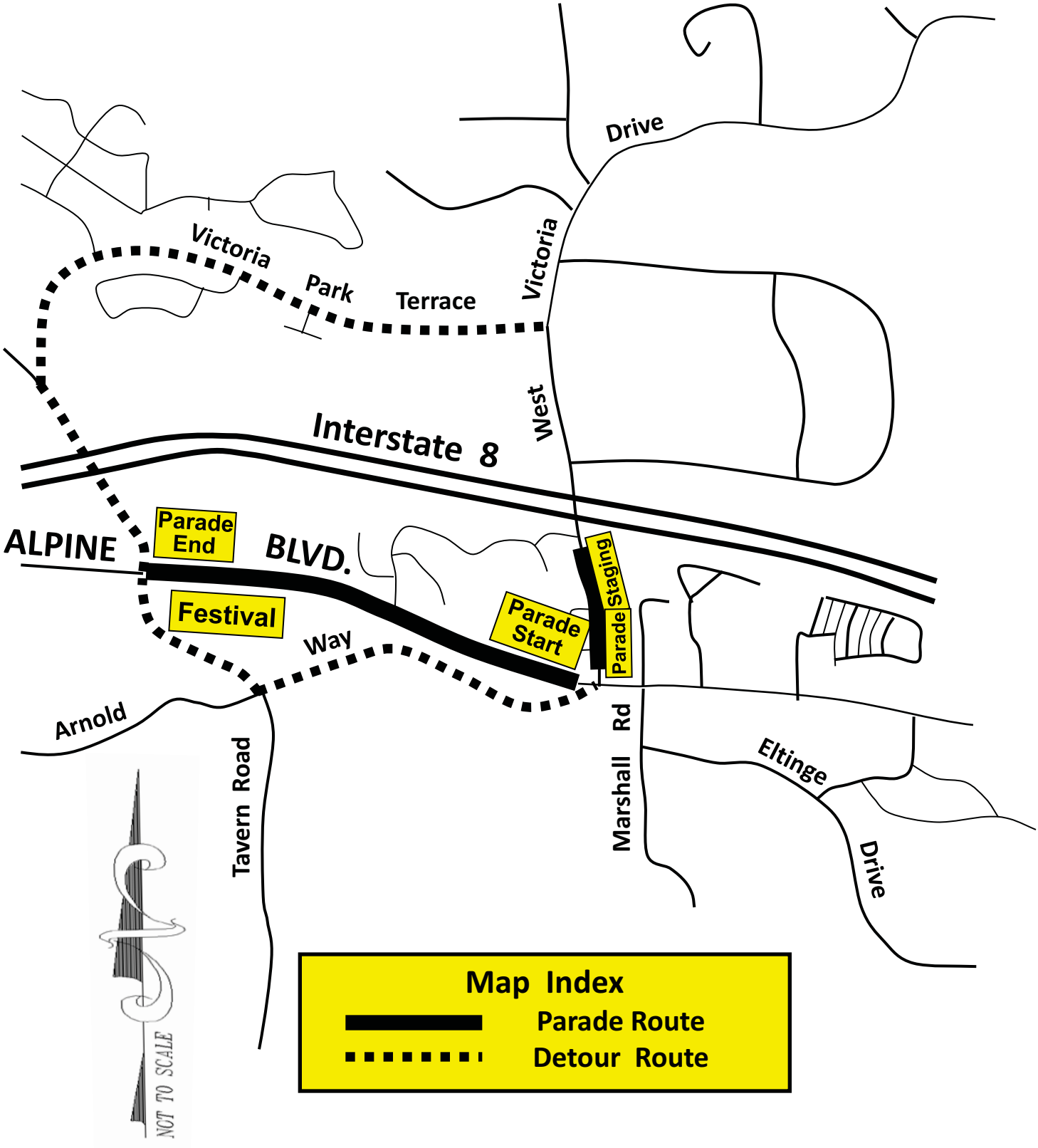
(Address) (phone number)

_____

(Resident/Business printed name) (Signature) (Date)

Comments: _____

SAMPLE VICINITY MAP
For Parade



TRAFFIC CONTROL PLAN PREPARATION GUIDELINES

County of San Diego

DPW / Transportation Division, Special Event Permits
5510 Overland Ave., Ste 410, Rm 470 (MS0334), San Diego, CA 92123-1239
Phone (858) 694-3850 Fax (858) 694-3928

All plans for a DPW Special Event Permit must comply with the below listed guidelines. For any comments or questions please call 858-694-3862

1) Traffic Control Plans prepared for work occurring on streets shown on the Circulation Element of the General Plan shall be signed and stamped by a Registered Civil Engineer or Registered Traffic Engineer.

2) Traffic Control Plans should be drawn on 8.5" x 11" or 11” x 17”; so that they can readily be emailed and/or faxed to other reviewing agencies. This size is also what is best used by workers in the field when they are pre-staging the traffic control devices prior to final setup at the special event. Traffic Control Plans may be submitted in AutoCad (DXF or DWG) file format; however, large files may be difficult to open.

3) Traffic Control Plans must use legible lettering and clear, contrasting, symbols for viewing or printing. Provide detailed, enlarged intersection drawings.

4) Indicate north arrow and scale (well drawn plans with dimensions can be “no scale”)

5) Show all nearby streets with street names to assure proper orientation.

6) Show existing traffic signals and regulatory signs, as appropriate.

7) Show existing striping, pavement markings, painted crosswalks, and bike lanes.

8) Show existing curbs, gutters, sidewalks, driveways and intersections in the Special Event area including areas affected by taper transition.

9) Dimension roadway widths, existing striping and proposed traffic control area.

10) Indicate posted speed limits.

11) Show location and dimensions of the special event area and all road closures (including any prestaging, storage or parking areas).

12) Show the primary detour route.

13) Show staging/storage area for traffic control devices to be used at special event.

14) Show on the plans a designated 16 to 24 foot wide emergency vehicle access lane that will not be impacted by event activities; the local fire agency must approve it.

15) Label all taper lengths and widths, delineator spacing and sign spacing (spacing of channelizing devices should not exceed 25’ for speeds under 55 MPH.)

16) Use a legend to define all symbols and designate them with MUTCD nomenclature.

17) Show all parking restriction zones and signs, as appropriate (both existing and proposed for the special event).

18) Indicate Traffic Control contractor's name, address, and telephone number. Include name and telephone number of the 24-hour contact person representing the contractor.

19) Indicate on the plan the duration of the traffic control for the special event and a schedule of when the materials will be set out, the roads will be closed and when they will be re-opened.

20) Traffic Control Devices shall be in conformance with the most current edition of the California Manual on Uniform Traffic Control Devices (CAMUTCD) and; County of San Diego Regional Standard Traffic Control Plans.

21) The County Engineer or his representative, the traffic control contractor and/or the engineer of record has the authority to initiate field changes due to field conditions to assure public safety as needed during the event.

22) All traffic control devices shall be removed (or turned) from view when not in use.

23) Work hours shall be restricted to between 7:00 a.m. to 6:00 p.m. unless approved otherwise. Pedestrian controls shall be provided as shown on the plans.

24) Temporary "NO PKG" signs shall be posted 72 hours prior to closing roads for the special event.

25) Access to all residential and commercial driveways will be maintained at all times unless other arrangements are made.

26) All Workers shall be equipped with a reflective orange vest, hard hat, C28 "Stop/Slow" paddle and shall be trained (certified) in the proper fundamentals of flagging traffic.

27) Any work that disturbs normal traffic signal operations shall be coordinated with the County's traffic signal coordinator prior to the special event; Contact Dave Bosley at 619-701-1905.

28) The contractor shall maintain all traffic control devices during the entire time that the roads are closed; any missing or knocked down materials shall be replaced as soon as possible.

29) A minimum of twelve (12) foot travel lanes must be maintained at all times.

30) Provide on the plans traffic control notes as stated on the attached "General Notes For Traffic Control Plans"; and device spacing in compliance with TC-4 Device Spacing Tables.

General Notes For Traffic Control Plans

County of San Diego

DPW / Transportation Division, Special Event Permits
5510 Overland Ave., Ste 410, Rm 470 (MS0334), San Diego, CA 92123-1239
Phone (858) 694-3850 Fax (858) 694-3928

- Special Event Applicant, Agent, Organization, Participants, employees and/or designee(s) (hereinafter referred to as Applicant) are responsible for placement and control of all Traffic Control Devices placed on public roads; use of materials borrowed from the county implies not responsibility to and/or liability of the Special Event. Applicant is responsible for obtaining all approvals and permits required, especially for Special Events which are located within one or more agencies jurisdictions.
- Traffic Control Devices shall be in conformance with the most current edition of the California Manual on Uniform Traffic Control Devices (CAMUTCD) and; County of San Diego Regional Standard Traffic Control Plans.
- The temporary traffic control devices must be installed per the approved plans. Field changes must be authorized by the County.
- Plan implementation and device placement must be performed by experienced and trained personnel.
- The temporary traffic control devices must be monitored and maintained by the event staff during the entire time that the event is conducted.
- The permit applicant is responsible for the implementation of the plans and is responsible for failure to install, maintain, or remove controls per the approved plans.

TABLE 1
Recommended Sign Spacing For Advance Warning Sign Series

Approach Speed (MPH)	Minimum Distance In Feet Between Signs And From Last Sign To Taper	Maximum Device Spacing In Feet	Minimum Taper Lengths For Lane Widths *		
			10 Feet	11 Feet	12 Feet
25	150 – 200	25	**105**	115	125
30	200 – 300	30	**150**	165	180
35	250– 400	35	**205**	225	245
40	350 – 500	40	**265**	295	320
45	500 – 750	45	**450**	495	540
50	500 – 1000	50	**500**	550	600
55 +	500 – 1500	50	**550**	605	660

* L=WS 2/60 For S Of 40 MPH Or Less; L=WS For S Greater Than 40 MPH.
Taper Lengths Shown Are Rounded To Nearest 5 Feet.

TABLE 2
Recommended Taper Length And Device Spacing For Channelizing Tapers

Approach Speed (MPH)	Taper Length (L)*	Spacing Of Cones Along Taper (Feet) ±
20	125	25
30	180	30
35	245	35
40	320	40
45	540	45
50	600	50
55 +	1000	50

NOTES:
Taper Formula
L = S x W for speeds greater than 40 mph.

$$L = \frac{W \times S^2}{60}$$ for speeds of 40 mph or less

Where:
L = Minimum length of taper
S = Numerical value of Approach speed prior to work (mph)

(*) Based on 12 – foot wide lane. This column is also appropriate for lane widths less than 12 feet.

		Revision	By	Approved	Date
	APPENDIX "A" SAN DIEGO REGIONAL STANDARD	DRAWING	DWV FMM		4-91 8-91
	DEVICE SPACING TABLES	ORIG.	WAJ		10-8-91 8-28-94
Drawing Number TC-4	SIGN SPACING TABLE TAPER LENGTH AND CONE SPACING TABLE		OGB		9-14-95

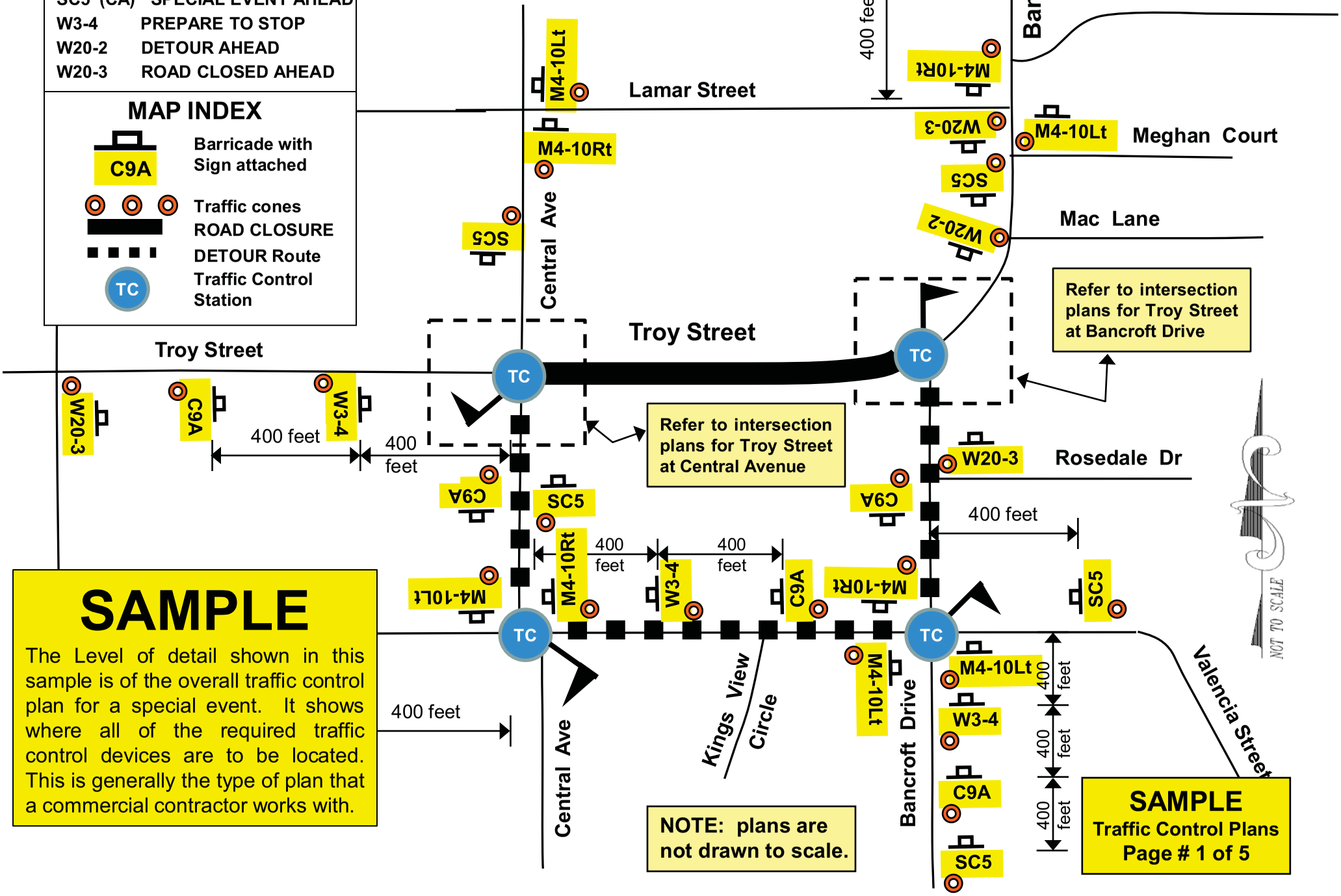
SIGN INDEX

C9A (CA)	Flagger Symbol Sign
M4-10Lt	DETOUR Arrow Left
M4-10Rt	DETOUR Arrow Right
SC5 (CA)	SPECIAL EVENT AHEAD
W3-4	PREPARE TO STOP
W20-2	DETOUR AHEAD
W20-3	ROAD CLOSED AHEAD

MAP INDEX

- C9A — Barricade with Sign attached
- Traffic cones
- ROAD CLOSURE
- DETOUR Route
- TC — Traffic Control Station

Spring Valley Street Fair On Troy St. between Central Ave and Bancroft Dr.



SAMPLE

The Level of detail shown in this sample is of the overall traffic control plan for a special event. It shows where all of the required traffic control devices are to be located. This is generally the type of plan that a commercial contractor works with.

NOTE: plans are not drawn to scale.

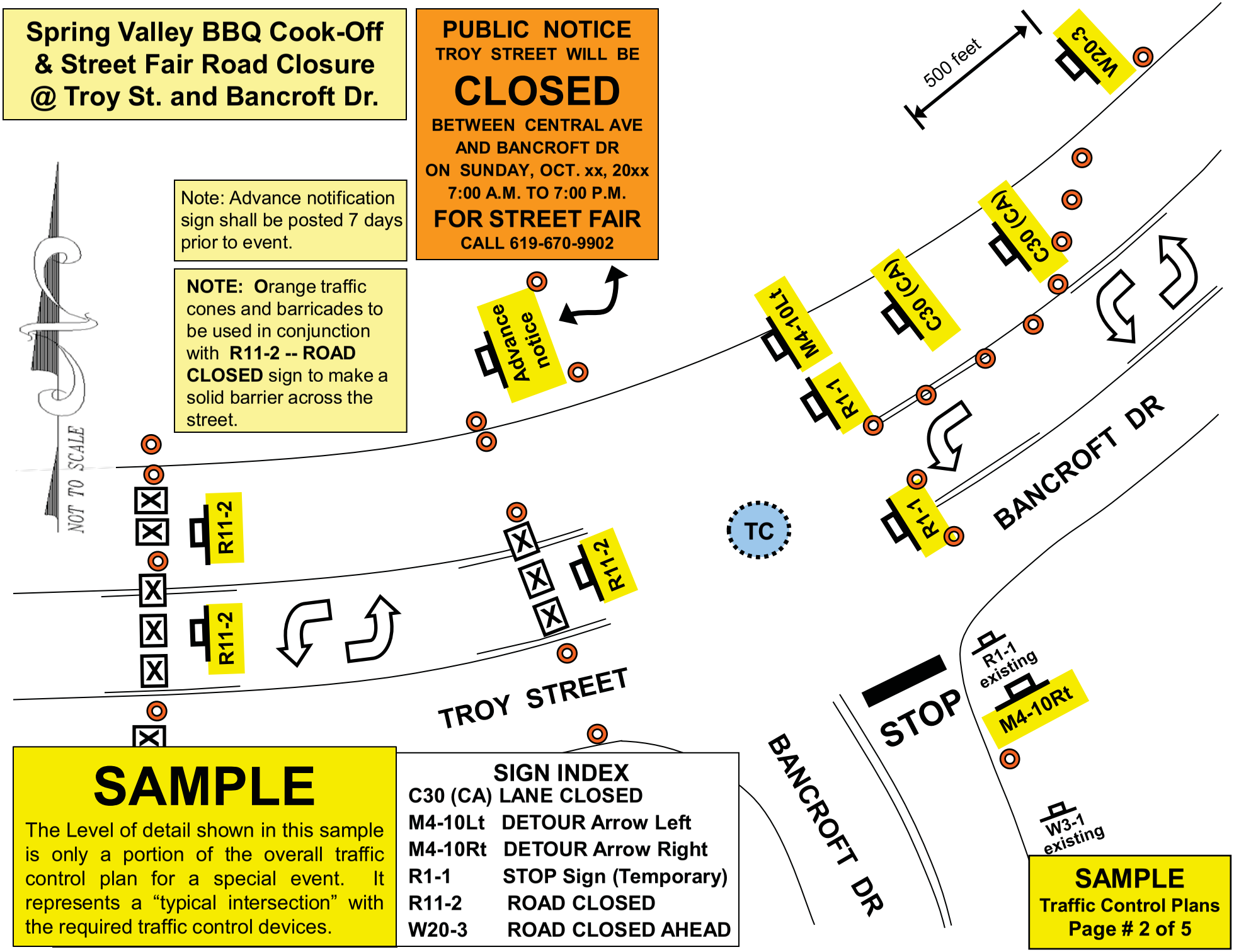
SAMPLE
Traffic Control Plans
Page # 1 of 5

Spring Valley BBQ Cook-Off & Street Fair Road Closure @ Troy St. and Bancroft Dr.

PUBLIC NOTICE
TROY STREET WILL BE
CLOSED
BETWEEN CENTRAL AVE AND BANCROFT DR
ON SUNDAY, OCT. xx, 20xx
7:00 A.M. TO 7:00 P.M.
FOR STREET FAIR
CALL 619-670-9902

Note: Advance notification sign shall be posted 7 days prior to event.

NOTE: Orange traffic cones and barricades to be used in conjunction with **R11-2 -- ROAD CLOSED** sign to make a solid barrier across the street.



SAMPLE

The Level of detail shown in this sample is only a portion of the overall traffic control plan for a special event. It represents a "typical intersection" with the required traffic control devices.

SIGN INDEX

C30 (CA)	LANE CLOSED
M4-10Lt	DETOUR Arrow Left
M4-10Rt	DETOUR Arrow Right
R1-1	STOP Sign (Temporary)
R11-2	ROAD CLOSED
W20-3	ROAD CLOSED AHEAD

SAMPLE
Traffic Control Plans
Page # 2 of 5

Spring Valley Street Fair Road Closure at Troy St. and Central Ave

SIGN INDEX

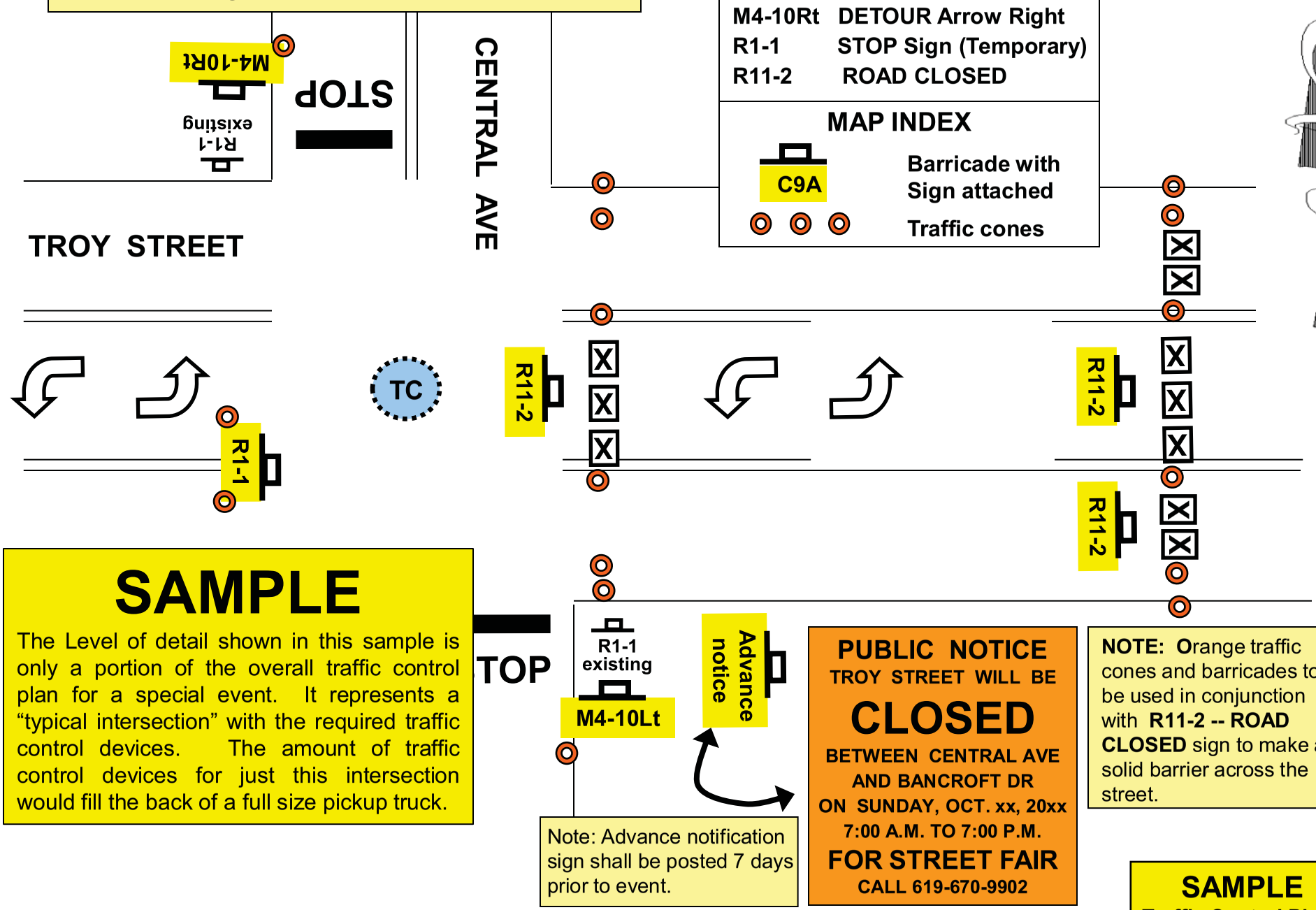
M4-10Lt	DETOUR Arrow Left
M4-10Rt	DETOUR Arrow Right
R1-1	STOP Sign (Temporary)
R11-2	ROAD CLOSED

MAP INDEX

C9A — Barricade with Sign attached

Traffic cones

NOT TO SCALE



SAMPLE

The Level of detail shown in this sample is only a portion of the overall traffic control plan for a special event. It represents a "typical intersection" with the required traffic control devices. The amount of traffic control devices for just this intersection would fill the back of a full size pickup truck.

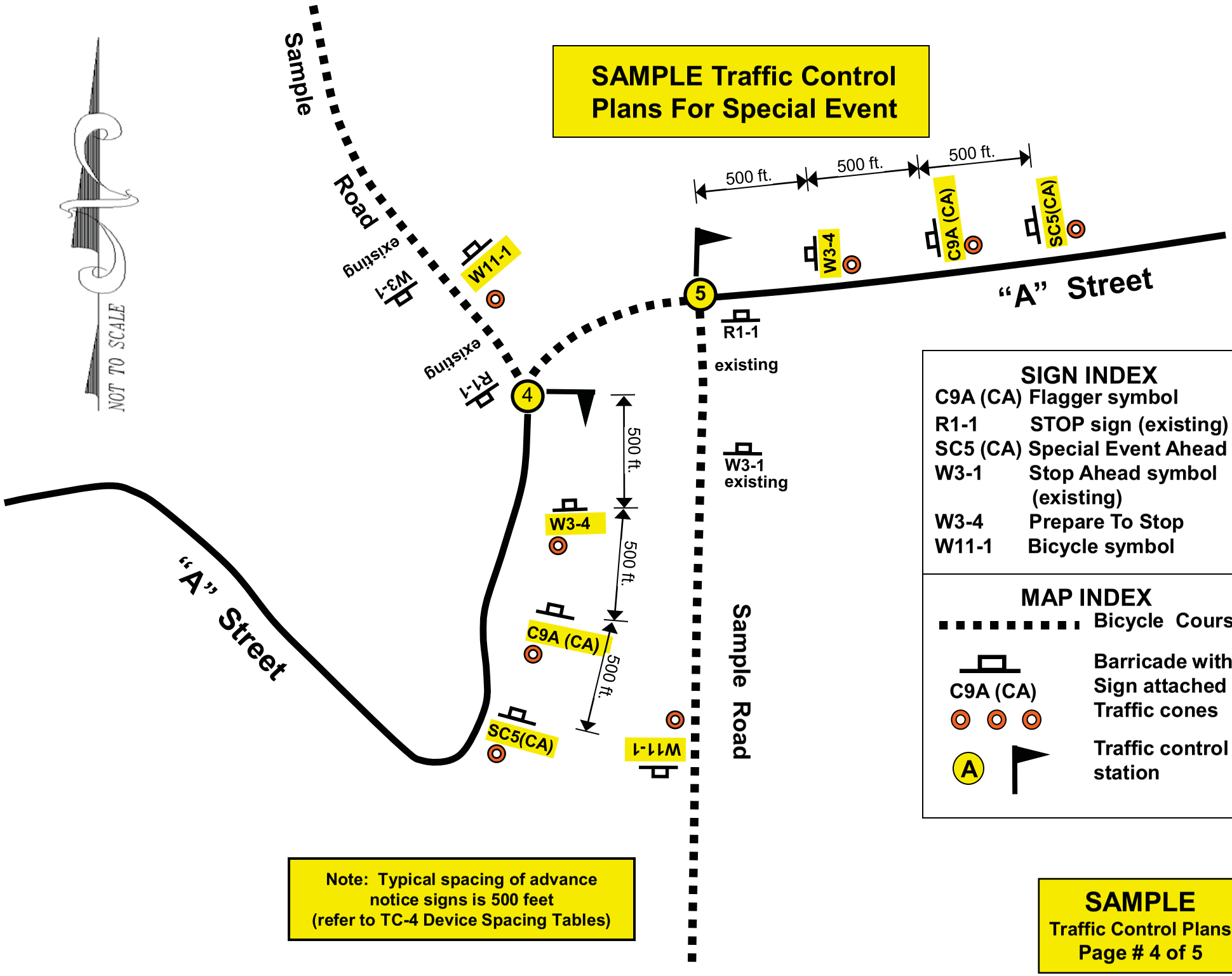
Note: Advance notification sign shall be posted 7 days prior to event.

PUBLIC NOTICE
TROY STREET WILL BE
CLOSED
BETWEEN CENTRAL AVE AND BANCROFT DR
ON SUNDAY, OCT. xx, 20xx
7:00 A.M. TO 7:00 P.M.
FOR STREET FAIR
CALL 619-670-9902

NOTE: Orange traffic cones and barricades to be used in conjunction with **R11-2 -- ROAD CLOSED** sign to make a solid barrier across the street.

SAMPLE
Traffic Control Plans
Page # 3 of 5

SAMPLE Traffic Control Plans For Special Event

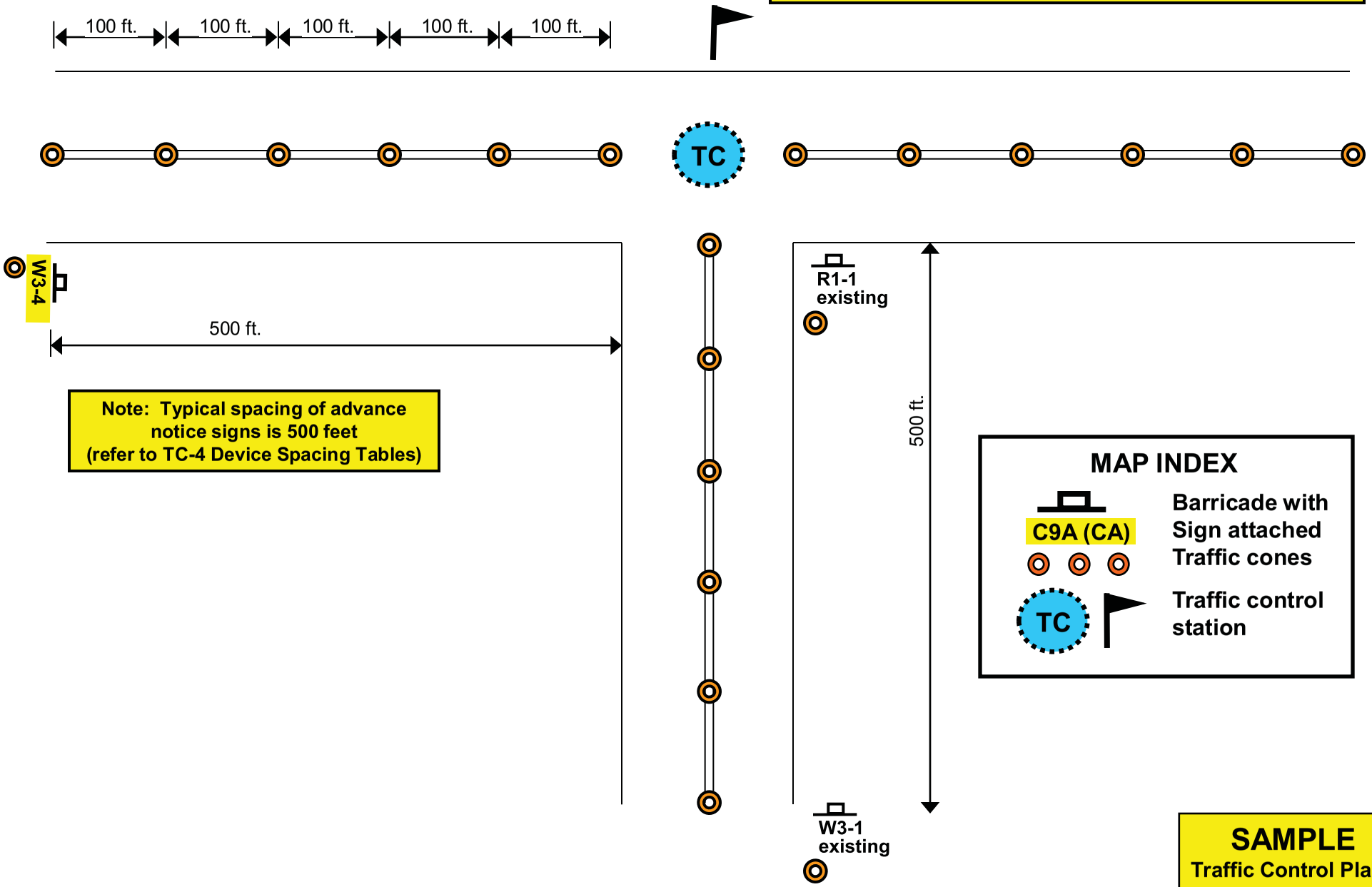


Note: Typical spacing of advance notice signs is 500 feet (refer to TC-4 Device Spacing Tables)

SAMPLE
Traffic Control Plans
Page # 4 of 5

Typical Placement of Advance Warning Signs Along Roadway @ Traffic Controlled Intersection

Note: Typical spacing of orange traffic cones is 5 or more cones with 100 feet separation placed on center line (refer to TC-4 Device Spacing Tables).



Note: Typical spacing of advance notice signs is 500 feet (refer to TC-4 Device Spacing Tables)

MAP INDEX

- C9A (CA) — Barricade with Sign attached
- Traffic cones
- TC — Traffic control station

SAMPLE
Traffic Control Plans
Page # 5 of 5

Traffic Control Plan
Additional Information Form
County of San Diego

DPW / Transportation Division, Special Event Permits
5510 Overland Ave., Ste 410, Rm 470 (MS0334), San Diego, CA 92123-1239
Phone (858) 694-3850 Fax (858) 694-3928

The purpose of this form is to obtain all the needed information to assure that the traffic control will be set up and conducted according to the approved plans.

Traffic Control for a Special Event is comprised of three parts:

1. **Part 1** is the Traffic Control Plan (conforming to S.D. County regional standards) showing the location of all signs, barricades and traffic control devices and personnel who will staff the event; including detour routes, road closures and advance notification signs. Plans are to be prepared by an engineer or a licensed traffic control contractor with experience in preparing plans for special events. Plans must be submitted for plan check far enough in advance of the Special Event so that an approved set of plans is ready to route to other agencies no less than 30 days in advance of the scheduled event. Please note that as a result of plan check the plans may need to be modified and resubmitted prior to approval; this process alone could take 1 to 3 months.
2. **Part 2** is getting all of the needed materials to the event and set up according to the approved plans.
3. **Part 3** is the staffing of the traffic control points with appropriate personnel during the time of the event and traffic control.

Provide the following information for the Special Event Traffic Control:

Option "A"

Traffic control plans, devices and personnel will be provided by:

If the sponsoring organization is obtaining the traffic control plans and services from a contractor, provide the following information:

company name: _____

address: _____

city/sate/zip: _____

name of contact: _____

phone number: _____ fax number: _____ cell number: _____

Will the above company prepare the traffic control plans? ☐ **Yes** ☐ **No**

Will the above company supervise the pickup, placement and return of all materials? ☐ **Yes** ☐ **No**

Will the above company provide trained personnel to staff the traffic control points? ☐ **Yes** ☐ **No**

Option "B"

or; Traffic control plans and implementation of the approved plans will be coordinated by the sponsoring organization.

1. Traffic control plans will be prepared by:

Will the following person submit plans and be available to make corrections? ☐ **Yes** ☐ **No**

name: _____

address: _____

phone number: _____ fax number: _____ cell number: _____

2. Traffic control devices will be picked up at the road station by:

Will the following person supervise the pickup, placement and return of all materials? ☐ **Yes** ☐ **No**

name: _____ email: _____

address: _____

phone number: _____ fax number: _____ cell number: _____

3. Traffic control staffing at intersections will be provided by:

company/agency name: _____

address: _____

name of contact: _____

phone number: _____ fax number: _____ cell number: _____

4. Traffic control at intersections will be supervised by:

contact name: _____

address: _____

phone number: _____ fax number: _____ cell number: _____

5. Emergency Medical Services (EMS) will be provided by:

(attach EMS plan provided by provider)

company/agency name: _____

address: _____

name of contact: _____ email: _____

phone number: _____ fax number: _____ cell number: _____

6. For Athletic Events course monitors & volunteers will be supervised by:

name: _____

address: _____

phone number: _____ fax number: _____ cell number: _____

7. Other pertinent information (provide description):

_____

_____

8. Task Assignments (see following page on procedures):

Task description volunteer's name cell # (if available) comments

Traffic Control Supervisor: _____

The Traffic Control Supervisor has the responsibility for insuring that **all** of the traffic control materials have been set out and put in place to implement the approved traffic control plans; and to inspect the devices on a regular basis throughout the event to verify that the materials are properly in place, any discrepancy will be corrected in a timely manner. The supervisor is also responsible for making field changes to the traffic control plans in accordance with the California MUTCD should field conditions require changes to maintain appropriate traffic control.

The event will not be started until all traffic control devices and traffic control personnel are in place; failure to have the devices placed and traffic control personnel in compliance with the approved traffic control plan constitutes a hazardous condition and must be corrected before allowing participants onto county roads.

Task description volunteer's name cell # (if available) comments

a. SIGNS & BARRICADES

mark out sign locations for setout crews: _____

pickup and prestage signs: _____

pickup and prestage signs: _____

pickup and prestage signs: _____

final setout and close roads: _____

final setout and close roads: _____

final setout and close roads: _____

pickup signs & return to station: _____

pickup signs & return to station: _____

pickup signs & return to station: _____

b. TRAFFIC CONTROL INTERSECTION ASSIGNMENTS

Page # of

(indicate if CHP, Sheriff, Volunteer Patrol, Contactor or Event Staff with names):
(*print out multiple sheets of this page if you have more than 6 intersections*)

#1 intersection of: _____ **and** _____

traffic control by (check box): ☐ **CHP** ☐ **Sheriff** ☐ **SVP Patrol** ☐ **Traffic Control Contractor**

☐ **or Event Volunteer** (provide name(s)): _____

#2 intersection of: _____ **and** _____

traffic control by (check box): ☐ **CHP** ☐ **Sheriff** ☐ **SVP Patrol** ☐ **Traffic Control Contractor**

☐ **or Event Volunteer** (provide name(s)): _____

#3 intersection of: _____ **and** _____

traffic control by (check box): ☐ **CHP** ☐ **Sheriff** ☐ **SVP Patrol** ☐ **Traffic Control Contractor**

☐ **or Event Volunteer** (provide name(s)): _____

#4 intersection of: _____ **and** _____

traffic control by (check box): ☐ **CHP** ☐ **Sheriff** ☐ **SVP Patrol** ☐ **Traffic Control Contractor**

☐ **or Event Volunteer** (provide name(s)): _____

#5 intersection of: _____ **and** _____

traffic control by (check box): ☐ **CHP** ☐ **Sheriff** ☐ **SVP Patrol** ☐ **Traffic Control Contractor**

☐ **or Event Volunteer** (provide name(s)): _____

#6 intersection of: _____ **and** _____

traffic control by (check box): ☐ **CHP** ☐ **Sheriff** ☐ **SVP Patrol** ☐ **Traffic Control Contractor**

☐ **or Event Volunteer** (provide name(s)): _____

c. Event Volunteers

Page # of

List of volunteers who will be setting out or picking up traffic control materials and/or providing traffic control:
(*print out multiple sheets of this page if you have more than 7 volunteers*)

#1 volunteer's name: _____

email: _____ cell number: _____

Does this volunteer have Civilian Traffic Control training and certificate (CTC)? **Yes** ☐ **No** ☐

#2 volunteer's name: _____

email: _____ cell number: _____

Does this volunteer have Civilian Traffic Control training and certificate (CTC)? **Yes** ☐ **No** ☐

#3 volunteer's name: _____

email: _____ cell number: _____

Does this volunteer have Civilian Traffic Control training and certificate (CTC)? **Yes** ☐ **No** ☐

#4 volunteer's name: _____

email: _____ cell number: _____

Does this volunteer have Civilian Traffic Control training and certificate (CTC)? **Yes** ☐ **No** ☐

#5 volunteer's name: _____

email: _____ cell number: _____

Does this volunteer have Civilian Traffic Control training and certificate (CTC)? **Yes** ☐ **No** ☐

#6 volunteer's name: _____

email: _____ cell number: _____

Does this volunteer have Civilian Traffic Control training and certificate (CTC)? **Yes** ☐ **No** ☐

#7 volunteer's name: _____

email: _____ cell number: _____

Does this volunteer have Civilian Traffic Control training and certificate (CTC)? **Yes** ☐ **No** ☐

GUIDELINES

FOR SETTING UP TRAFFIC CONTROL DEVICES AT SPECIAL EVENTS

NOTE: This document is only to be used as a supplement to the rules and regulations governing the placement of traffic control devices, the MUTCD, CAMUTCD, Caltrans manual and County of San Diego Standard drawings.

Procedures For Setting Up A Road Closure For A Parade Or A Street Fair

To have a successful event and road closure the following steps have been compiled as a guide for the less experienced or community volunteer to follow when setting up the signs for the closure.

STEP # 1

Plans must be prepared in accordance with Traffic Control Standards. These plans will designate the appropriate size, type and number of traffic control devices to be used; such as signs, barricades and orange cones. The plans will also show the exact locations where each device is to be placed either in the traffic lane or adjacent to the roadway. In most cases the locations will be show in the number of feet from the intersection that they must be placed; **it is very important that these dimensions be followed when setting up the materials.**

STEP # 2

A **Materials List** is compiled once the plans are complete and approved. This list will provide a listing by type and amount of all traffic control devices to be used.

STEP # 3

Mark Outs are performed by the field technician who is familiar with the plans and the roads in the area where the traffic control will be set up. Measurements for placement are to be made using a roll-a-tape or a vehicle mounted foot meter. A water-based road marking paint is used to identify the exact location where each of the devices will be placed. For example: the plans show that a "Prepare To Stop" sign is to be placed 500 feet south of a specific intersection then the sign code "W3-4" is painted where the sign is to be placed. This is done so that the crew, which places out the materials, places them in the correct location with the appropriate spacing according to the plans. To help speed up the placement crew with visually identifying the location an orange cone can be placed where the mark is made.

STEP # 4

Pickup the materials from the county road station. Check and double check the sign inventory list to make sure that all of the materials needed to control the road have been picked up. It is the event coordinators responsibility to do this. Note that the road stations have limited hours of access; refer to instructions on the sign borrowing agreement. The road station and road crew are not available after hours or on weekends.

STEP # 5

Pre Staging of the materials is done with one or more crews of two to three workers. They will place the materials to the side of the road in the area in which they will be used. It is important that when the materials are set out that the face of the sign is not seen by motorists until the final setup. The materials must be placed so that they do not impede vehicles, bicycles or pedestrians. For signs it is best to set them upright and turn them 90 degrees to traffic and place an orange cone adjacent to the traffic side of the sign or lays them flat on the ground with a cone on top of it, out of the traffic lane or pedestrian pathway. Signs shall be bolted to the barricade so that they do not fall off from the rushing air of passing vehicles. Place cones for use with lane closures in stacks of five approximately 100 feet apart adjacent to the edge of the roadway.

STEP # 6

Final Setup, turn Advance Warning Signs and Detour signs so that approaching traffic can read the signs. Place an orange cone on the traffic side of the sign to denote the edge of the sign and to "highlight" the sign so that it is more readily visible to the approaching motorist (place cones on both sides of signs placed in the middle of the road). **Place cones** within the painted road stripes for the lanes to be closed. Cones to be placed in the direction of travel towards the closure. **Place signs** within closed lanes as designated on the plans. **Start** placing/turning signs from the farthest out and work in to the location where the road closure will be. **Maintain** all signs throughout the road closure on a continual and regular basis that no sign has been knocked down or stolen (replace as needed) and that cones are up and in the designated places. ***All signs from all approaches and for detour routes must be turned and in place prior to closing the road.***

STEP # 7

Close Road, with either a police officer or a traffic control technician **STOP TRAFFIC, CLOSE THE ROAD and START THE DETOUR.** Use a combination of barricades, cones and "Road Closed" signs to form a complete barrier across the road where it is to be closed.

STEP # 8

Opening the road is accomplished by reversing Steps # 6 & # 7. Pull/place all traffic control devices to the side of the road and allow traffic to return to normal. Pick up and remove the devices from the roadway as soon as possible.

STEP # 9

Return all of the traffic control devices to the county road station as these materials are used by the road crew on a daily basis providing maintenance to the roads.

TYPICAL PLACEMENT OF ADVANCE WARNING SIGNS APPROACHING AN ALL-WAY STOP AND/OR ROAD CLOSURE

GENERAL NOTES

1. Each sign is to be placed on a single barricade to the side of the traffic lane at a slight angle to approaching traffic. Additional cones and/or barricades with "NO PARKING" signs attached may need to be placed in the 40 foot area in front of the warning sign to prevent vehicles from parking and blocking the view of the sign by the approaching motorist.

2. Place a single orange cone to the traffic side of the sign to highlight the sign to motorists.

3. Advance warning signs are to be placed at approximately 500 foot intervals on roads where traffic is going faster than 35 MPH.

4. The typical order of signs shown to the right must be followed when placing the signs (ie. The SC5 or W20-3 is placed furthest out from the traffic control/road closure and the W3-4 or other designated sign as shown on the approved Traffic Control plan is placed closest to the traffic control point).

W3-4 PREPARE TO STOP

C9A (CA) FLAGGER AHEAD (symbol sign)

SC5 (CA) SPECIAL EVENT AHEAD

W20-3 ROAD CLOSED AHEAD

TYPICAL PLACEMENT OF ADVANCE WARNING SIGNS APPROACHING AN ALL-WAY STOP AND/OR ROAD CLOSURE

GENERAL NOTES

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R1-1 STOP SIGN

W3-4 PREPARE TO STOP

W3-1 STOP AHEAD

C9A (CA) FLAGGER AHEAD (symbol sign)

W20-2 DETOUR AHEAD

SC5 (CA) SPECIAL EVENT AHEAD

TYPICAL PLACEMENT OF WARNING SIGNS AT A ROAD CLOSURE OR ROAD CLOSED TO THRU TRAFFIC

GENERAL NOTES

1. Each sign is to be placed on a single barricade to the side of the traffic lane at a slight angle to approaching traffic. Additional cones and/or barricades with "NO PARKING" signs attached may need to be placed in the 40 foot area in front of the warning sign to prevent vehicles from parking and blocking the view of the sign by the approaching motorist.

2. Place a single orange cone to the traffic side of the sign to highlight the sign to motorists.

3. R11-2 ROAD CLOSED sign is placed on center barricade of three or more placed barricades. The opposite lane of traffic is to be blocked with cones & barricades.

4. R11-4 ROAD CLOSED TO THRU TRAFFIC is to be placed on a single barricade in the center of the street with cones to both sides.

R11-2 ROAD CLOSED

R11-4 ROAD CLOSED TO THRU TRAFFIC

M4-10 L
DETOUR ARROW Left
M4-10 R
DETOUR ARROW Right

Barricade with cardboard "NO PARKING" sign attached.

General Notes For Traffic Control Plans

- Special Event Applicant, Agent, Organization, Participants, employees and/or designee(s) (hereinafter referred to as Applicant) are responsible for placement and control of all Traffic Control Devices placed on public roads; use of materials borrowed from the county implies not responsibility to and/or liability of the Special Event. Applicant is responsible for obtaining all approvals and permits required, especially for Special Events which are located within one or more agencies jurisdictions.
- Traffic Control Devices shall be in conformance with the most current edition of the California Manual on Uniform Traffic Control Devices (CAMUTCD) and; County of San Diego Regional Standard Traffic Control Plans.
- The temporary traffic control devices must be installed per the approved plans. Field changes must be authorized by the County.
- Plan implementation and device placement must be performed by experienced and trained personnel.
- The temporary traffic control devices must be monitored and maintained by the event staff during the entire time that the event is conducted.
- The permit applicant is responsible for the implementation of the plans and is responsible for failure to install, maintain, or remove controls per the approved plans.

TABLE 1
Recommended Sign Spacing For Advance Warning Sign Series

Approach Speed (MPH)	Minimum Distance In Feet Between Signs And From Last Sign To Taper	Maximum Device Spacing In Feet	Minimum Taper Lengths For Lane Widths *		
			10 Feet	11 Feet	12 Feet
25	150 – 200	25	**105**	115	125
30	200 – 300	30	**150**	165	180
35	250– 400	35	**205**	225	245
40	350 – 500	40	**265**	295	320
45	500 – 750	45	**450**	495	540
50	500 – 1000	50	**500**	550	600
55 +	500 – 1500	50	**550**	605	660

* L=WS 2/60 For S Of 40 MPH Or Less; L=WS For S Greater Than 40 MPH.
Taper Lengths Shown Are Rounded To Nearest 5 Feet.

TABLE 2
Recommended Taper Length And Device Spacing For Channelizing Tapers

Approach Speed (MPH)	Taper Length (L)*	Spacing Of Cones Along Taper (Feet) ±
20	125	25
30	180	30
35	245	35
40	320	40
45	540	45
50	600	50
55 +	1000	50

NOTES:
Taper Formula
L = S x W for speeds greater than 40 mph.

$$L = \frac{W \times S^2}{60}$$ for speeds of 40 mph or less

Where:
L = Minimum length of taper
S = Numerical value of Approach speed prior to work (mph)

(*) Based on 12 – foot wide lane. This column is also appropriate for lane widths less than 12 feet.

		Revision	By	Approved	Date
	APPENDIX "A" SAN DIEGO REGIONAL STANDARD	DRAWING	DWV FMM		4-91 8-91
	DEVICE SPACING TABLES	ORIG.	WAJ		10-8-91 8-28-94
Drawing Number TC-4	SIGN SPACING TABLE TAPER LENGTH AND CONE SPACING TABLE		OGB		9-14-95

Civilian Traffic Control

5 hours
Maximum participants allowed: 20

This course meets requirements established by the
County of San Diego for traffic control training.

Course objectives are set by the Commission of Peace Officers Standards and Training (POST). Training includes recognition of the necessity for traffic control and the mechanics of traffic control as follows:

The student will demonstrate the following required signals:

- Directing a driver to stop
- Directing a driver to turn right/left
- Directing a driver to start
- Directing a driver to keep moving

The student will:

- Safely light and extinguish a flare and complete a flare pattern
- Demonstrate the use of flashlight to direct traffic
- Demonstrate the above skills in an actual field situation under the guidance of a college instructor or law enforcement officer

The course includes lecture, discussion, video, technique demonstration, hands-on application and a Certificate of Completion for those who successfully master the course content.

Students must bring their own flashlight and whistle.

A training certificate of completion will be issued to those who successfully complete the training.

Please contact the Community College closest to your location for further information:

San Diego Community College District
Employee Training Institute
Terry Erbacher
Program & Business Development
9315 Hillery Drive, Suite 204
San Diego, CA 92126
terbache@sdccd.edu
www.trainwitheti.com
Phone: 619-388-1151
FAX: 619-388-1194

Grossmont-Cuyamaca Community College District
Cuyamaca College
Katie O'Leary
Professional Development Academy
900 Rancho San Diego Parkway
El Cajon, CA 92019
Kathleen.OLeary@gcccd.edu
Phone: 619-660-4323
FAX: 619-660-4361

Athlete's – Participant's Waiver – Release Form

County of San Diego
DPW / Transportation Division, Special Event Permits
5510 Overland Ave., Ste 410, Rm 470 (MS0334), San Diego, CA 92123-1239
Phone (858) 694-3850 Fax (858) 694-3928

Initials & Signature Required As Noted!

This is a contract with legal consequences. I have been advised to read it carefully before signing. _____ **Initials**

1. I hereby waive, release and discharge for myself, my heirs, legal representatives, executors, administrators, assignees, and successors in interest (collectively referred to as "Successors") any and **all rights and claims for damages**, injuries, expenses or costs of any kind which I have now or may acquire in the future that are directly or indirectly related to my participation in or association with the Event (collectively referred to as "Claims"), **against the County of San Diego,** law enforcement agencies, the sponsors, organizers and any promoting organizations for this Event, and their respective agents, officials, and employees (collectively referred to as the "Released Parties"). The waived, released and discharged Claims include claims arising from the Released Parties' own active or passive negligence. _____ **Initials**

2. I acknowledge and fully realize the dangers of participating in a athletic event and fully assume the risks associated with participation including, by way of example and not limitation, the following: the dangers of collision with pedestrians, vehicles, other participants, and fixed objects; the dangers arising from surface hazards, equipment failure, inadequate safety equipment, the **Released Parties' Own Negligence**, weather conditions; and the possibility of serious physical and/or mental trauma or injury associated with athletic events. _____ **Initials**

3. I agree it is my sole responsibility to be familiar with the course and any special regulations for the Event. I understand and agree that situations may arise during the **Event** that are beyond the immediate control of Event supervisors and organizers and I must continually participate so as to neither endanger myself or others. I accept responsibility for the condition and adequacy of my equipment. For bicycle events I will ride wearing a helmet that satisfies requirements of the U.S. Cycling Federation's Racing Rules capable of protecting against serious head injury. I assume all responsibility for the selection of the helmet. I have no physical or mental condition, which to my knowledge, would endanger others or myself if I participate in this Event, or would interfere with my ability to participate in this Event. _____ **Initials**

4. I agree for myself and Successors that the above **representations are contractually binding** and are not mere recitals, and that should I or my Successors assert a claim in contravention of this agreement, the asserting party shall be liable for the expenses (including legal fees) incurred by the other party or parties defending, unless the other party or parties are finally adjudged liable on such claim for willful and wanton negligence. This agreement may not be modified orally. Waiver of any provision of this agreement is intended to be severable. If one or more provision is found to be unenforceable or invalid, the remaining terms and provisions shall remain binding and enforceable. _____ **Initials**

Type of event (description): **Bicycle Ride Along County Roads**

Participant's Name (printed): _____ Club/Team Name: _____

Address: _____ City, State & Zip _____

Age: _____ Home Phone: _____ Work Phone: _____ Other Phone: _____

Who to notify in case of emergency (printed): _____ Phone: _____

x _____

Signature of Event Participant (also initial above paragraphs as noted) Date

Sign & date

Consent and Release of Parent or Guardian

I, as the parent or guardian of the above named minor hereby give permission for my child or ward to participate in the Event and further agree, individually and on behalf of my child or ward, to all terms stated above.

x _____

Signature of Parent or Guardian (also initial above paragraphs as noted) Date

Sign & date

Submit form with original signature to the County Athlete/Participant to make duplicate original for their records.

Athlete's – Participant's Waiver – Release Form

County of San Diego
DPW / Transportation Division, Special Event Permits
5510 Overland Ave., Ste 410, Rm 470 (MS0334), San Diego, CA 92123-1239
Phone (858) 694-3850 Fax (858) 694-3928

Initials & Signature Required As Noted!

This is a contract with legal consequences. I have been advised to read it carefully before signing.

_____ **Initials**

1. I hereby waive, release and discharge for myself, my heirs, legal representatives, executors, administrators, assignees, and successors in interest (collectively referred to as "Successors") any and **all rights and claims for damages**, injuries, expenses or costs of any kind which I have now or may acquire in the future that are directly or indirectly related to my participation in or association with the Event (collectively referred to as "Claims"), **against the County of San Diego,** law enforcement agencies, the sponsors, organizers and any promoting organizations for this Event, and their respective agents, officials, and employees (collectively referred to as the "Released Parties"). The waived, released and discharged Claims include claims arising from the Released Parties' own active or passive negligence.

_____ **Initials**

2. I acknowledge and fully realize the dangers of participating in a athletic event and fully assume the risks associated with participation including, by way of example and not limitation, the following: the dangers of collision with pedestrians, vehicles, other participants, and fixed objects; the dangers arising from surface hazards, equipment failure, inadequate safety equipment, the **Released Parties' Own Negligence**, weather conditions; and the possibility of serious physical and/or mental trauma or injury associated with athletic events.

_____ **Initials**

3. I agree it is my sole responsibility to be familiar with the course and any special regulations for the Event. I understand and agree that situations may arise during the **Event** that are beyond the immediate control of Event supervisors and organizers and I must continually participate so as to neither endanger myself or others. I accept responsibility for the condition and adequacy of my equipment. For bicycle events I will ride wearing a helmet that satisfies requirements of the U.S. Cycling Federation's Racing Rules capable of protecting against serious head injury. I assume all responsibility for the selection of the helmet. I have no physical or mental condition, which to my knowledge, would endanger others or myself if I participate in this Event, or would interfere with my ability to participate in this Event.

_____ **Initials**

4. I agree for myself and Successors that the above **representations are contractually binding** and are not mere recitals, and that should I or my Successors assert a claim in contravention of this agreement, the asserting party shall be liable for the expenses (including legal fees) incurred by the other party or parties defending, unless the other party or parties are finally adjudged liable on such claim for willful and wanton negligence. This agreement may not be modified orally. Waiver of any provision of this agreement is intended to be severable. If one or more provision is found to be unenforceable or invalid, the remaining terms and provisions shall remain binding and enforceable.

_____ **Initials**

Type of event (description): **Race—Run—Walk Along County Roads**

Participant's Name (printed): _____ Club/Team Name: _____

Address: _____ City, State & Zip _____

Age: _____ Home Phone: _____ Work Phone: _____ Other Phone: _____

Who to notify in case of emergency (printed): _____ Phone: _____

x _____

Signature of Event Participant (also initial above paragraphs as noted) Date

Sign & date

Consent and Release of Parent or Guardian

I, as the parent or guardian of the above named minor hereby give permission for my child or ward to participate in the Event and further agree, individually and on behalf of my child or ward, to all terms stated above.

x _____

Signature of Parent or Guardian (also initial above paragraphs as noted) Date

Sign & date

Submit form with original signature to the County

Athlete/Participant to make duplicate original for their records.

County of San Diego

DPW / Transportation Division, Special Event Permits
5510 Overland Ave., Ste 410, Rm 470 (MS0334), San Diego, CA 92123-1239
Phone (858) 694-3850 Fax (858) 694-3928

Information Sheet For Insurance Requirements For DPW Special Event Permit

Please mail or fax proof of insurance to:

County of San Diego/Department of Public Works
Transportation Division/Special Event Permits
5510 Overland Ave., Ste 410, Rm 470 (MS 0334)
San Diego, CA 92123-1239

Contact: **permit coordinator**
Telephone: **858-694-3862**
Fax phone: **858-694-3928**
Email: Robert.Fuller@sdcounty.ca.gov

Sponsoring Organization and any other Event Principals shall provide proof of insurance from a generally recognized domestic insurance carrier for the duration of the event (please refer to ¼ size samples) as follows:

1) Evidence of Commercial General Liability with a $1,000,000 per occurrence limit of liability.
2) A separate **ADDITIONAL INSURANCE ENDORSEMENT** (CG 20 12 11 85) naming the County of San Diego, its agents, officers and employees as Additional Insured for above.
3) **NOTE:** An insurance policy number must be indicated on the items submitted as proof for # 1 and # 2 above.

Sample of item # 1

ACORD CERTIFICATE OF INSURANCE

Name & Address of Insurance Co.

Name of Sponsoring Organization and/or other Event Principal

COMPANIES AFFORDING COVERAGE

A List applicable company names

B

C

D

A	Policy #	Applicable Dates	$ 2,000,000
			$ 2,000,000
			$ 1,000,000
			$ 1,000,000
			$0,000
			$,000
B	Policy #	Applicable Dates	$ 1,000,000
			$ 1,000,000

Date and Description of event

County of San Diego
c/o DPW/Traffic Engineering Section
Special Event Permits, Mailstop 0338
5471 Kearny Villa Road, Suite #300
San Diego, CA 92123-1141

CANCELLATION

30

Insurance Co. and/or Authorized Representative Signature

Sample of item # 2

POLICY NUMBER: COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED -
STATE OR POLITICAL SUBDIVISIONS -- PERMITS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

STATE OR POLITICAL SUBDIVISION:
County of San Diego, its officers, agents & employees
Department of Public Works
Transportation Division/Special Event Permits
5510 Overland Ave., Ste 410, Rm 470 (MS 0334)
San Diego, CA 92123-1239

(if no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED(Section II) is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.

2. This insured does not apply to:

   a. "Bodily injury," "property damage," "personal injury," or "advertising injury" arising out of operations performed for the state or municipality; or
   b. "Bodily injury" or "property damage" included within the "products-completed operations hazard."

CG 20 12 11 85

Insert Policy Number

POLICY NUMBER: COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – STATE OR POLITICAL SUBDIVISIONS – PERMITS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Address For County

STATE OR POLITICAL SUBDIVISION:

County of San Diego, its officers, agents & employees
Department of Public Works
Transportation Division/Special Event Permits
5510 Overland Ave., Ste 410, Rm 470 (MS 0334)
San Diego, CA 92123-1239

(if no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following provisions:

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2. This insured does not apply to:

   a. "Bodily injury," "property damage," "personal injury," or "advertising injury" arising out of operations performed for the state or municipality, or
   b. "Bodily injury" or "property damage" included within the "products-completed operations hazard."

Sample of acceptable form of separate insured endorsement for County of San Diego

CG 20 12 11 85