



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, and; does not include required permits/licensing by either the San Diego County Sheriff or the Department of Environmental Health; it is the applicant's responsibility to contact these other agencies and obtain their approvals as applicable.

*** SPECIAL NOTICE TO SAN DIEGO COUNTY DPW SPECIAL EVENT PERMITS ***
 San Diego County roads are subject to any **EMERGENCY SITUATION**. As such, please be prepared for the possibility that any permitted Special Event may be cancelled and directed to cease activities in the public roadway with little or no notice. Notice can be provided from any representative of the Department of Public Works, Fire Agency, California Highway Patrol (CHP) and/or San Diego County Sheriff. Any comments or questions please call 858-694-3866.

PART 1 EVENT INFORMATION

Name of Event: _____

Event location/address: _____ Community: _____

Day & Date of Event: _____

*Description of road impact (*ex. road closure, installing traffic control devices, athletic event route – specify if participants are following Rules of the Road, temporary lift of parking restriction; list limits of County road(s) impacted*):

Begin and End time of event (hours): _____

Estimated number of participants/guests/staff (per day): _____

TRAFFIC CONTROL:

Traffic control main contact: _____ Email: _____ Phone #: _____

Traffic control staffing by (*CHP, Sheriff, Traffic Control Contractor, specify other*):

Source of traffic control devices (*borrow from County or provided by Traffic control contractor*):

***If event has road closure or if installing traffic control devices, traffic control plans must be submitted with application**

PART 2 APPLICANT INFORMATION

Special Events conducted within the San Diego County road right-of-way shall be operated and/or sponsored by a nonprofit organization. The Special Event is not being held for the sole purpose of advertising any product goods, wares, merchandise or an event designed for private profit; and that it primarily benefits the nonprofit sponsor and the local community.

NON-PROFIT SPONSOR/APPLICANT: _____

CA Nonprofit Entity #: _____

Authorized officer(s) who is/are authorized to sign contracts for the non-profit sponsor/applicant.

Authorized Officer: _____ Email: _____

Phone#: _____ Office: _____ Cell: _____

Mailing Address: _____ City/State/Zip: _____

Authorized Officer: _____ Email: _____

Phone#: _____ Office: _____ Cell: _____

Mailing Address: _____ City/State/Zip: _____

INSURANCE FOR NON-PROFIT SPONSOR/APPLICANT:

Company Name: _____

Mailing Address: _____ City/State/Zip: _____

Agent's Name: _____ Email: _____

Phone#: _____ Office: _____ Cell: _____

Policy #: _____ Expiration Date: _____

Please attach Certificate of Insurance AND Additional Insurance endorsement (CG 2012 or CG 2026).

PRIMARY EVENT CONTACT:

Contact Name: _____ Email: _____

Phone#: _____ Office: _____ Cell: _____

EVENT OPERATOR (if different from sponsor/applicant):

Company Name: _____

Contact Name: _____ Email: _____

Phone#: _____ Office: _____ Cell: _____

Mailing Address: _____ City/State/Zip: _____

INSURANCE FOR EVENT OPERATOR:

Company Name: _____

Mailing Address: _____ City/State/Zip: _____

Agent's Name: _____ Email: _____

Phone#: _____ Office: _____ Cell: _____

Policy #: _____ Expiration Date: _____

Please attach Certificate of Insurance AND Additional Insurance endorsement (CG 2012 or CG 2026).

TRAFFIC CONTROL CONTRACTOR (if applicable):

Company Name: _____

Contact Name: _____ Email: _____

Phone#: _____ Office: _____ Cell: _____

Mailing Address: _____ City/State/Zip: _____

INSURANCE FOR TRAFFIC CONTROL CONTRACTOR:

Company Name: _____

Mailing Address: _____ City/State/Zip: _____

Agent's Name: _____ Email: _____

Phone#: _____ Office: _____ Cell: _____

Policy #: _____ Expiration Date: _____

Please attach Certificate of Insurance AND Additional Insurance endorsement (CG 2012 or CG 2026).

EMERGENCY MEDICAL SERVICES PLAN (describe event procedures/resources in the event of an emergency):

I hereby certify the information provided is true and correct to the best of my knowledge.

Applicant Printed Name

Applicant Signature

Date

PART 3 EVENT LOCATED IN WHAT AGENCY'S JURISDICTION

Note: It is the **APPLICANT'S RESPONSIBILITY** to notify the following (3) agencies of the event's plan. Written approval is required from each agency prior to obtaining the DPW Special Event Permit.

- **CALIFORNIA HIGHWAY PATROL (CHP):**
Web link: <https://www.chp.ca.gov/find-an-office>

- **LOCAL FIRE AGENCY:**
Web link: <https://www.sandiegocounty.gov/content/sdc/sdcfa/sdcfa/fire-stations.html>

- **SAN DIEGO COUNTY SHERIFF:**
Web link: <https://www.sdsheriff.gov/bureaus/about-us/facility-directory-table-list>

PART 4 COUNTY OF SAN DIEGO COMMUNITY EVENTS DEPARTMENT REPRESENTATIVES

Note: It is the **APPLICANT'S RESPONSIBILITY** to contact all the County departments which have jurisdiction within the community area in which the proposed event is planned. The applicant is required to notify the department representatives of the event plans and to comply with any requirements or separate permitting which the respective County department may impose on the event.

List of County of San Diego Department Representatives providing review of and services for Temporary Community Events in the Unincorporated County areas:

Department Of Environmental Health and Quality (DEHQ) – Community Events Permit (CEP)

Jescel Esteban
(CEP Coordinator – Main contact for Community Events) Email: DEHCommunityEvents@sdcounty.ca.gov
Phone: (858) 694-3614 Fax: (858) 999-8920

DEHQ – Food, Water and Housing Division (FWHD) – Temporary Events Food Program

Environmental Health Technician Email: FHDtempevents@sdcounty.ca.gov
Phone: (858) 505-6809 Fax: (858) 999-8920

Planning and Development Services (PDS) – Zoning Division

Luisangel Melendrez Email: Luisangel.Melendrez@sdcounty.ca.gov
Phone: none

Planning and Development Services (PDS) – Code Compliance Division

Brandy Contreras Email: Brandy.Contreras@sdcounty.ca.gov
Phone: (619) 517-1047

Planning and Development Services (PDS) – Building Division

Michael Casady Email: Michael.Casady@sdcounty.ca.gov
Phone: (858) 694-3063

Department of Public Works (DPW) – Transportation Division

Danilo “Dan” Mappala Email: DPWSpecialEvent.Permit@sdcounty.ca.gov
Phone: (858) 694-3866

Department of Public Works (DPW) – Watershed Protection Program

Kenny Haskins Email: KennethR.Haskins@sdcounty.ca.gov
Phone: (858) 444-0011

Department of Public Works Land Development Division – Recycling Section

Kirk Kinder Email: Kirk.Kinder@sdcounty.ca.gov
Email: Recycle@sdcounty.ca.gov
Phone: (858) 694-2456 / (619) 371-2775

Department of Human Resources – Risk Management Division

Jose Barrera Email: Jose.Barrera@sdcounty.ca.gov
Phone: (858) 505-6450

Sheriff’s Department – Licensing and Registration Division

Alma Garcia Rubio Email: Alma.GarciaRubio@sdsheriff.org
Phone: (858) 974-2020

Department of Parks and Recreation (DPR) – Reservation and Requirements

Jessie Vasquez-Ortiz Email: JessieA.VasquezOrtiz@sdcounty.ca.gov
Phone: (858) 966-1306

Department of Animal Services (DAS)

Karla Orduno Email: Karla.Orduno@sdcounty.ca.gov
Phone: (619) 767-2675

San Diego County Fire Protection District

David Sibbet Email: David.Sibbet@sdcounty.ca.gov
Phone: (619) 672-7112



County of San Diego

Special Conditions for County of San Diego DPW Special Event Permit



Athletic Event, Bicycle Ride/Race Along County of San Diego Roads

The sponsor, applicant, organization, agent, participants, spectators, employees, staff, and/or designee(s) (hereinafter referred to as applicant or participant) for the Special Event Permit are subject to the following conditions: (Instructions: Applicant to review and initial each condition.)

a) The Applicant shall provide advance notification to the businesses and residents along and adjacent to the proposed Special Event, by any media (advertisement, flyer, mail, posting of signs, etc.; as approved by the County), 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 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. _____

c) 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. _____

d) **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 with the appropriate traffic control devices as specified on the plan; including picking up and returning the traffic control devices. Any discrepancy will be corrected in a timely manner. All event staff performing traffic control duties including setting up traffic control materials shall be a minimum of 18 years of age, wear appropriate clothing, reflective safety vests and have certified Civilian Traffic Control training. _____

e) 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. _____

f) 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. _____

List of Special Conditions continued on next page.




County of San Diego


Special Conditions for County of San Diego DPW Special Event Permit




Athletic Event, Bicycle Ride/Race Along County of San Diego Roads


Special conditions continued: (Instructions: Applicant to review and initial each condition.)


g) Applicant is responsible for having a sufficient number of temporary toilet facilities (provided with secondary containment pans) located at event support areas and throughout the event venue. The location of these facilities shall be shown on an event vicinity map. _____ 

h) No “follow vehicles” are allowed to travel immediately behind a participant. **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. _____ 

i) The event organizer will instruct all participants to follow the attached “**Bicycle Ride—Race 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 as soon as possible after the event. _____ 

j) 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.** _____ 

k) **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.** _____ 

l) 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.** _____ 

List of Special Conditions continued on next page.











County of San Diego

Special Conditions for County of San Diego DPW Special Event Permit



Athletic Event, Bicycle Ride/Race Along County of San Diego Roads

Special conditions continued: (Instructions: Applicant to review and initial each condition.)

- m) 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. _____ 
- n) 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 and Quality. _____ 
- o) Applicant is responsible for complying with State and Local regulations requiring compliance with Watershed Protection from potential pollutants (contact: San Diego County Watershed Protection Program at 858-495-5318) _____ 
- p) 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, contact the Department of Public Works Waste Management and Recycling at 858-694-2456. _____ 
- q) **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.** _____ 
- r) 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. _____ 
- s) **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).** _____ 
- t) The issuance of this permit confers no guarantee, assurance or promise that a permit for the proposed event or a similar event will be issued in the future. Any submittal will be processed as a new permit subject to County policies, rules and regulations. _____ 



County of San Diego
Special Conditions for
County of San Diego DPW Special Event Permit
Athletic Event, Bicycle Ride/Race Along County of San Diego Roads
EVENT RULES AND STIPULATIONS



The sponsor, applicant, organization, agent, participants, spectators, employees, staff, and/or designee(s) (hereinafter referred to as applicant or participant) for the Special Event Permit are subject to the following EVENT RULES AND STIPULATIONS: (Instructions: Applicant to review and initial each condition.)

(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 portions of the 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; except as allowed by this permit when the riders are being escorted by police authorities and within the designated race caravan. _____

(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 by the applicant is mandatory). _____

(5) Riders will stay with the main group or peloton as follows:
 a. The peloton will be proceeded by a motorized vehicle and followed by at least one follow vehicle;
 b. Should the peloton move up behind a slower vehicle(s) the peloton will not pass until the slower vehicle(s) leave the roadway; under no conditions will the peloton pass other vehicles on the roadway; and
 c. Should a rider(s) fall back from the group/peloton or pull away and ride out in front; that rider(s) will continue on in the event but must now comply with all the "**RULES OF THE ROAD**" and regulations as defined in the California Vehicle Code. _____

(6) 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. _____

Event Rules and Stipulations continued on next page.



County of San Diego
Special Conditions for
County of San Diego DPW Special Event Permit
Athletic Event, Bicycle Ride/Race Along County of San Diego Roads
EVENT RULES AND STIPULATIONS



Event Rules and Stipulations continued: (Instructions: Applicant to review and initial each condition.)

(7) 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. _____

(8) 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. _____

(9) **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 as soon as possible after the event.** _____

(10) The event organizer will instruct all participants to comply with the above stated rules and stipulations. _____



Applicant's Agreement Form County of San Diego

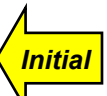
DPW / Transportation Division, Special Event Permits
5510 Overland Ave., Suite 410, Rm 470 (MS0332), San Diego, CA 92123-1239
Phone 858-694-3850



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



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. _____



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. _____



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. _____



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 pick up, 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. _____



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 for private profit; and that it primarily benefited the nonprofit sponsor and the local community. 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. _____



Applicant's Printed Name
For Non-profit Sponsor/Organization

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., Suite 410, Rm 470 (MS0332), San Diego, CA 92123-1239
Phone 858-694-3850



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.

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_____ 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 for private profit; and that it primarily benefited the nonprofit sponsor and the local community. 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/Contractor**

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., Suite 410, Rm 470 (MS0332), San Diego, CA 92123-1239
Phone 858-694-3850



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_____ 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 pick up, 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 for private profit; and that it primarily benefited the nonprofit sponsor and the local community. 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/Contractor Signature of Applicant Date
(Also, please initial above paragraphs as noted)



County of San Diego

Department of Public Works / Transportation Division, Special Event Permits
5510 Overland Ave., Suite 410, Rm 470 (MS0332), San Diego, CA 92123-1239
Phone (858) 694-3850

DPW Special Event Permit Insurance Requirements:

The Sponsoring Organization and any other Event Principals shall provide proof of insurance, INCLUDING an additional insured endorsement form (from a generally recognized domestic insurance carrier) for the duration of the event. Insurance requirements depend upon the risk level of the event and are subject to approval by County Risk Management.

- 1) **Certificate of Insurance** for Commercial General Liability with a \$1,000,000 per occurrence limit of liability; \$2,000,000 General Aggregate. Certificate Holder should be addressed to:

County of San Diego, Its Officers, Agents & Employees
c/o Insurance Coordinator MS O-76
5530 Overland Avenue, Suite 210
San Diego, CA 92123

- 2) A separate **Additional Insurance Endorsement (CG 2012 or CG 2026)** naming the County of San Diego, its agents, officers and employees as Additional Insured for above.

NOTE: The insurance policy number must be indicated on the certificate of insurance and the additional insured endorsement (policy numbers must match on both documents).

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE ISSUED/TITLE: 11/3/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(s) must be endorsed. If SURRENDER IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

Insured: **County of San Diego, Its Officers, Agents & Employees**
 c/o Insurance Coordinator MS O-76
 5530 Overland Avenue, Suite 210
 San Diego, CA 92123

CERTIFICATE NUMBER: 2016 028 & 3

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	INSURED	INSURANCE NUMBER	START DATE	END DATE	PRODUCT	LIMIT
1. Commercial General Liability	County of San Diego, Its Officers, Agents & Employees	XXXXXXXXXXXX	12/31/2016	12/31/2017	Auto Damage, Bodily Injury, Property Damage, Products-Completed Operations, Personal and Advertising Injury, Medical Expenses, Contractual Obligations, Pollution, Defense Costs, and Other	\$ 2,000,000
2. Commercial Automobile Liability	County of San Diego, Its Officers, Agents & Employees	XXXXXXXXXXXX	12/31/2016	12/31/2017	Auto Damage, Bodily Injury, Property Damage, Products-Completed Operations, Personal and Advertising Injury, Medical Expenses, Contractual Obligations, Pollution, Defense Costs, and Other	\$ 2,000,000
3. Excess Commercial Automobile Liability	County of San Diego, Its Officers, Agents & Employees	XXXXXXXXXXXX	12/31/2016	12/31/2017	Auto Damage, Bodily Injury, Property Damage, Products-Completed Operations, Personal and Advertising Injury, Medical Expenses, Contractual Obligations, Pollution, Defense Costs, and Other	\$ 2,000,000

Sample event description

CERTIFICATE HOLDER: County of San Diego, Its Officers, Agents & Employees
 c/o Insurance Coordinator MS O-76
 5530 Overland Av, Suite 210
 San Diego, CA 92123

Insert Policy Number; must match number on certificate.

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
c/o Insurance Coordinator MS O-76
5530 Overland Av, Suite 210
San Diego, CA 92123

(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."

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

CG 20 12 11 85

Insert Policy Number; must match number on certificate.

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
c/o Insurance Coordinator MS O-76
5530 Overland Av. Suite 210
San Diego, CA 92123**

(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.”

Sample of CG2012 acceptable form of separate insured endorsement for County of San Diego

CG 20 12 11 85

Insert Policy Number; must match number on certificate.

POLICY NUMBER: 013136005

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Address for County

Name of Person or Organization:

**County of San Diego, its officers, agents & employees
c/o Insurance Coordinator MS O-76
5530 Overland Av, Suite 210
San Diego, CA 92123**

(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 the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

CG 20 26 11 85

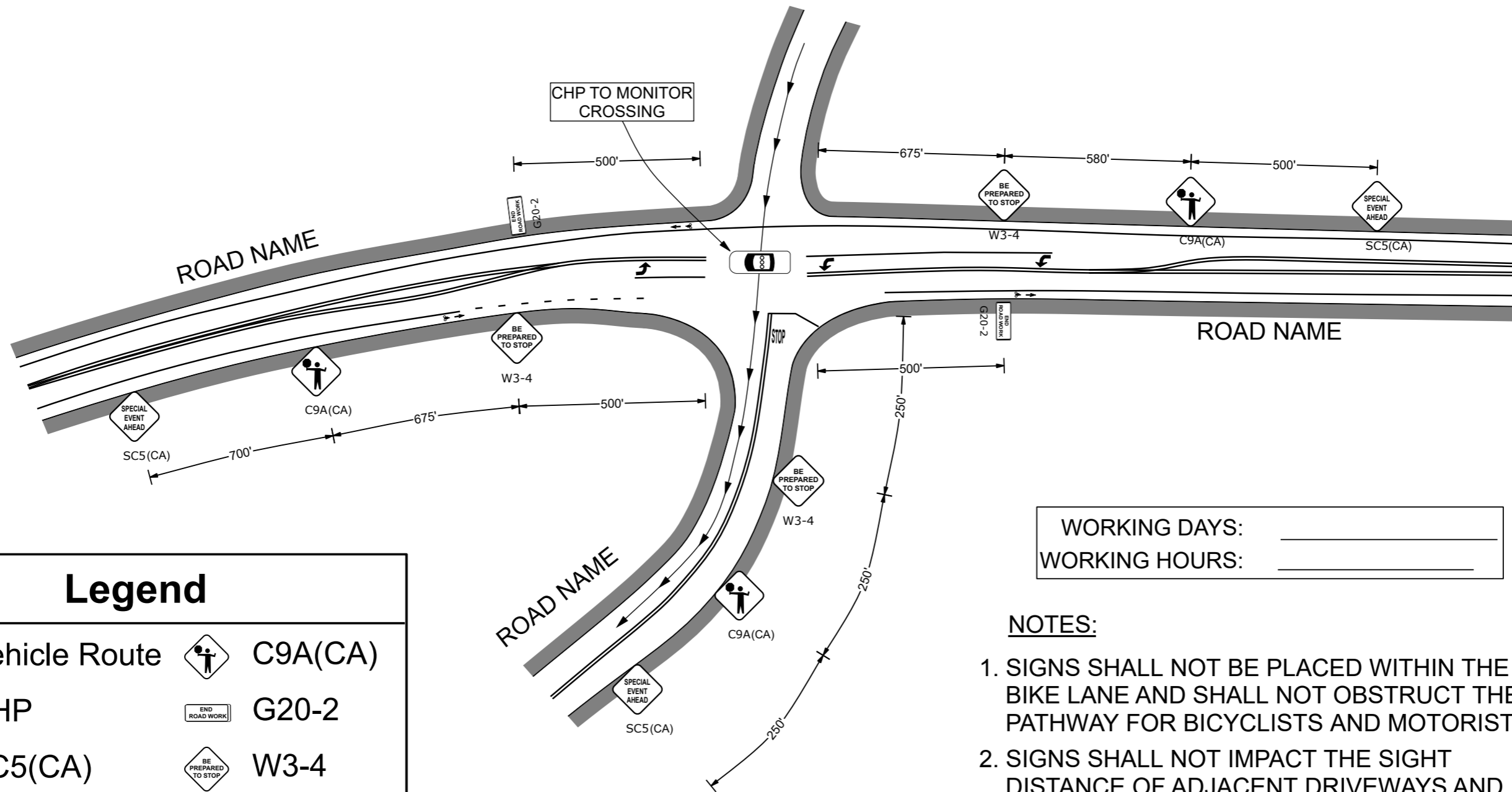
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Page 1 of 1

Sample of CG2026 acceptable form of separate insured endorsement for County of San Diego

(ROAD NAME) ADVANCED WARNING SIGNS

SAMPLE TC PLAN



Legend	
	Vehicle Route
	CHP
	SC5(CA)
	C9A(CA)
	G20-2
	W3-4

WORKING DAYS: _____
 WORKING HOURS: _____

NOTES:

- SIGNS SHALL NOT BE PLACED WITHIN THE BIKE LANE AND SHALL NOT OBSTRUCT THE PATHWAY FOR BICYCLISTS AND MOTORISTS
- SIGNS SHALL NOT IMPACT THE SIGHT DISTANCE OF ADJACENT DRIVEWAYS AND STREET OPENINGS ALONG (ROAD NAME).



NOTES:

START DATE:	WORK HOURS:	DURATION:
-------------	-------------	-----------

TRAFFIC CONTROL PLAN
(NAME OF EVENT)





PROJECT LOCATION:		
SCOPE OF WORK:		
PRIME CONTRACTOR:	CONTRACTOR CONTACT:	
DRAWN BY:		
DATE DRAWN:	SCALE:	SHEET NUMBER:
	NOT TO SCALE	1 of 1

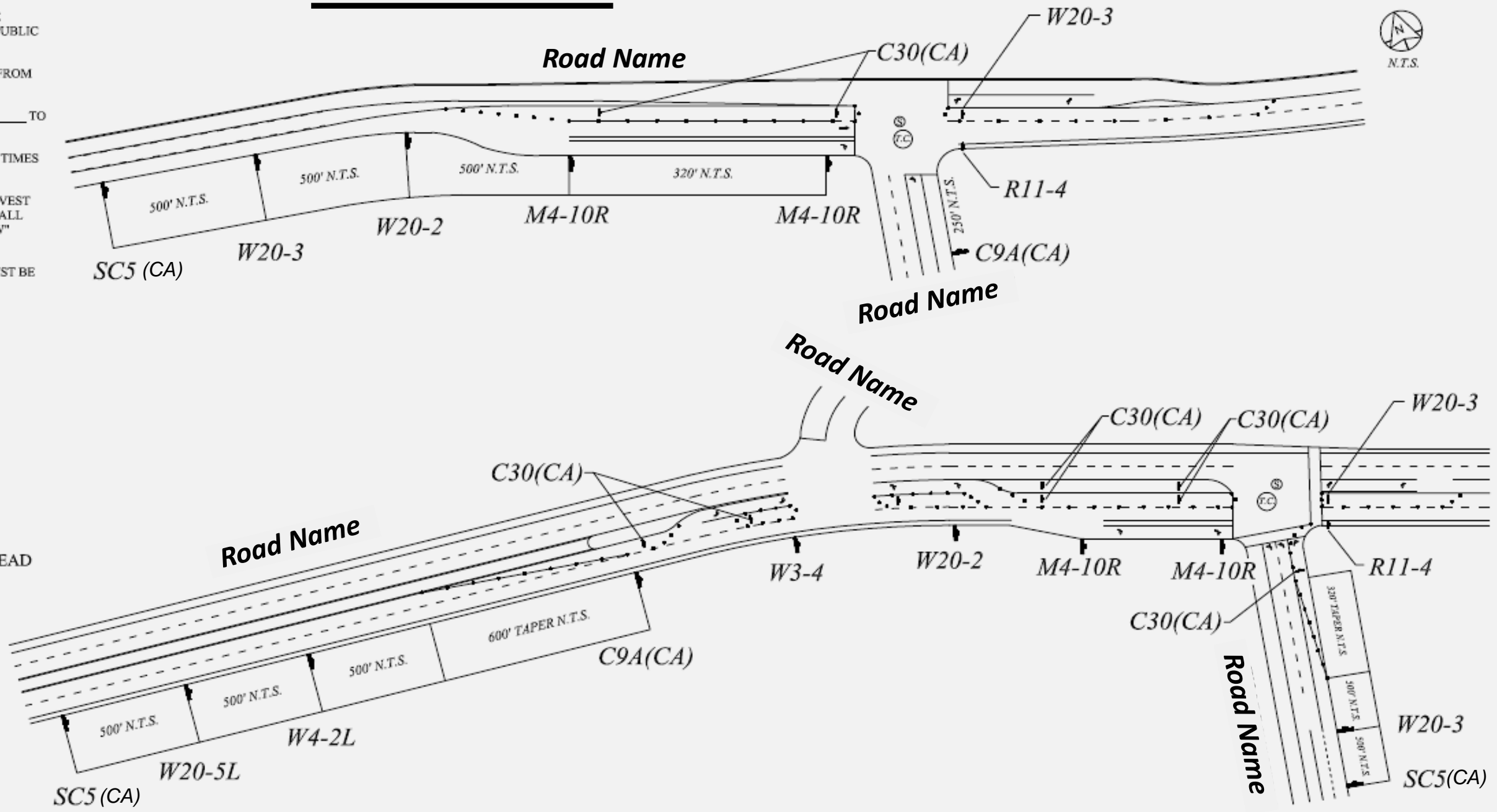
SAMPLE

GENERAL NOTES

1. ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD), THE MUTCD CALIFORNIA SUPPLEMENT, AND THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION.
2. THE CITY ENGINEER OR HIS REPRESENTATIVE HAS THE AUTHORITY TO INITIATE FIELD CHANGES TO ASSURE PUBLIC SAFETY.
3. ALL TRAFFIC CONTROL DEVICES SHALL BE REMOVED FROM VIEW WHEN NOT IN USE.
4. WORK HOURS SHALL BE RESTRICTED TO BETWEEN _____ TO _____ UNLESS APPROVED OTHERWISE.
5. ACCESS TO DRIVEWAYS WILL BE MAINTAINED AT ALL TIMES UNLESS OTHER ARRANGEMENTS ARE MADE.
6. ALL WORKERS SHALL BE EQUIPPED WITH AN ORANGE VEST (OR A REFLECTIVE VEST AT NIGHT). ALL FLAGGERS SHALL ALSO BE EQUIPPED WITH A HARD HAT, C28 "STOP/SLOW" PADDLE.
7. A MINIMUM OF TWELVE (12) FOOT TRAVEL LANES MUST BE MAINTAINED UNLESS OTHERWISE APPROVED BY THE DEPARTMENT OF PUBLIC WORKS.

LEGEND

-  TEMPORARY SIGN
-  CONE
-  SIGNALIZED INTERSECTION
-  FLAGGER
- W20-5R/L RIGHT/LEFT LANE CLOSED AHEAD
- W4-2R/L RIGHT/LEFT LANE ENDS
- C30(CA) LANE CLOSED
- SC5(CA) SPECIAL EVENT AHEAD
- W20-3 ROAD CLOSED AHEAD
- W20-2 DETOUR AHEAD
- W3-4 BE PREPARED TO STOP
- C9A(CA) FLAGGER SYMBOL
- R11-4 ROAD CLOSED TO THRU TRAFFIC
- R11-2 ROAD CLOSED
- M4-10R DETOUR RIGHT



RECORD RCE			REVISION BLOCK		DEV ENG DIV MGR		SPECIAL EVENT	
REV#	APPR	DATE			APPR	DATE	TRAFFIC CONTROL PLAN VARIOUS CLOSURES ALONG <i>Road Name</i>	

SHEET
1 OF
____ SHTS