



Please Submit 5 Working Days in Advance of Event

**SPECIAL EVENT PERMIT**  
**TO USE COUNTY HIGHWAY RIGHT-OF-WAY FOR SPECIAL EVENTS**

Name of Applicant \_\_\_\_\_ Address \_\_\_\_\_

Name of Party or Organization Sponsoring Event \_\_\_\_\_

Name, Address, and Phone Number of Contact Person \_\_\_\_\_

- 1. Location: \_\_\_\_\_
- 2. Purpose of Event: \_\_\_\_\_  
(Select all that apply)
- TEMPORARY OUTDOOR DINING/FOOD/BEVERAGES
- STREET DANCE
- PARADE
- CAR SHOW
- FLEA MARKET
- OTHER EVENT: \_\_\_\_\_
- 3. Date & Time of Road Closure \_\_\_\_\_
- 4. Will the Road be Closed for More Than One Day      \_\_\_ YES \_\_\_ NO
- 5. Is the Request to Leave the Road Closed Over Night      \_\_\_ YES \_\_\_ NO

Additional Information: \_\_\_\_\_

Additional Contacts: \_\_\_\_\_

The Township/Municipality must submit a **resolution** signed and dated by the Township Chairman or Municipal Mayor to enter into a permit. Resolution may be made at one meeting that would cover the anticipated individual permit request over an individual year's time.

The Applicant must submit a **traffic management plan** if the event will require closure of the traveled portion of the roadway or shoulder. (Exhibit A)

The Applicant agrees to obtain a **Commercial General Liability insurance policy**, see back for details.

The Applicant agrees to follow the **Special Provisions** on the back of this form.

There shall be no lumping multiple events within one individual permit.

I, We, the undersigned, herewith accept the terms and conditions of the permit and agree to fully comply therewith to the satisfaction of the Kittson County Engineer's Office.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**AUTHORIZATION OF PERMIT**

Permit No. \_\_\_\_\_  
Valid from \_\_\_\_\_ to \_\_\_\_\_

In consideration of the applicant's agreement to comply in all respects with the regulation of the Board of Commissioners covering such operations, permission is hereby granted for the Special Event Road Closure as described in the above application.

It is expressly understood that this permit is conditioned upon replacement or restoration of the County Highway to its original or to a satisfactory condition.

Date \_\_\_\_\_ County Engineer \_\_\_\_\_

## **SPECIAL EVENT PERMIT SPECIAL PROVISIONS**

A completed permit should be submitted a minimum of five working days prior to the event.

The Applicant agrees to obtain a **Commercial General Liability insurance policy** and have Kittson County named as an additional insured on the policy. The Applicant shall hold Kittson County harmless and indemnify Kittson County from any and all claim demands and causes of action arising from permit holder's use of the County Road including any attorney's fees and costs related thereto to the extent permitted by Minnesota Law. A Certificate of Insurance listing Kittson County as additional insured on the Applicant's Commercial General Liability policy must be obtained prior to obstruction of the County Road. The certificate must be in place 10 days prior to the event and provide minimum limits of \$1,500,000 per occurrence and aggregate. The applicant shall not cancel the insurance until the event is complete, and the highway has been reopened. The insurer shall provide notice to the County Highway Department prior to any termination.

If the event will require closure of the traveled portion of the roadway, shoulder, and/or parking lanes the Applicant must submit a **traffic management plan** along with the permit form (Exhibit A). The Applicant must also notify and coordinate this activity with the local police department and/or Kittson County Sheriff's Office. All detours and/or lane closures shall conform to the provisions of the Minnesota Manual on Uniform Traffic Control Devices. The event shall not be detrimental to the highway or to the safety of the public. The Applicant must get MnDOT approval for any signs in MnDOT Right of Way, even if such signs are required as a permit condition by the County.

Federal Law requires that a "Class 2" safety vest must be worn by anyone working in roadways open to traffic, including event volunteers.

A definite area of the road will be designated for the exclusive or partial use for the special event. The applicant is not authorized to use any area of the roadway outside the area defined in this permit.

No stands, buildings, tents or other encroachments will be permitted within the highway right of way unless specifically noted in the permit application.

The use of spray paint on roadways, telephone poles and sidewalks/trails are prohibited, with the exception of temporary chalk-based material. All temporary signage for event will be allowed during the event period only. Permanent road signs shall not be removed or covered with event signage.

This permit does not in any way relieve the applicant of liability for damages caused to the road, or resulting from traffic accidents that may in any way be related to the permit. All damages, claims, or adjustments shall be the responsibility of the applicant.

If requested, and if staff is available, the County may provide traffic control devices and/or signs. All traffic control devices and/or signs shall be placed and anchored to the approval of the Engineer.

At no time shall signs, equipment, tables and/or chairs block the Pedestrian Accessible Route of the sidewalk or the turning sight distance.

The Main Point of Contact listed on the front page shall monitor the event to ensure the safety of the crowd from such hazards as traffic conflicts because of the blocking of the roadways, inspection of barricades, etc. This person shall be available during the event should police, city or township officials have concerns with the safety aspects of this event.

This permit cannot be assigned, transferred or subcontracted to others without written consent of Kittson County.

Failure to abide by the conditions of the permit will be cause for denial of future applications.

**\*Overnight road closures will not be permitted in Hallock in 2022. All obstructions shall be removed within one (1) hour of the event's conclusion.**