



BENTON COUNTY SPECIAL ROAD USE PERMIT APPLICATION

APPLICATION FOR A BENTON COUNTY SPECIAL ROAD USE PERMIT

I. Name of Applicant: _____

II. Title: _____

III. Email: _____ Phone: _____ Fax: _____

IV. Name of Party or Organization Sponsoring Event: _____

V. Application is hereby made for permission to place/hold a (an) _____
(Name of event)

On County Highway No. _____ from _____ to _____

Type of Closure Requested: Full Closure Partial Closure Shared Use

VI. Attach a description of the proposed Event Route and if applicable a Lane Closure Plan and Detour Route.

VII. Event or Detour to start at _____ a.m./p.m. _____, 20_____, and to be completed
(Date)

before _____ a.m./p.m. _____, 20 _____.

VIII. Estimated number of participants: _____

IX. Attach traffic and safety control plan and schematic, emergency vehicle access plan, and ingress and egress plan for impacted property owners.

- **APPLICANT SHALL LIST ALL SAFETY AND TRAFFIC CONTROL PROCEDURES AND PERSONNEL FOR THE EVENT.**
- Off-street parking facilities must be provided for at the start and finish locations. Temporary waste facilities may also be required. If temporary structures are proposed for in the right of way, they must be included in description of the Event Route.
- Include all proposed signs, flaggers and volunteers.





Application Requirements:

1. By making this application, applicant/organizer agrees that the Benton County Special Road Use Policy, in its entirety, applies to this application and the applicant/organizer agrees to comply with the policy requirements.
The policy is available at http://www.co.benton.mn.us/Public_Works/Permits.php.
Questions should be directed to the Highway Engineer at 320-968-5051.
2. Applicant shall submit a complete application and pay the application fee to the Benton County Highway Department a minimum of two months (60 days) prior to the event.
3. Failure to submit the required route, detour and lane closure plans and descriptions, an emergency vehicle access plan, ingress or egress plan for property owners, or the application fee shall deem the application incomplete. An incomplete application will be returned the applicant/organizer.
4. The County recommends the applicant/organizer have a professional prepare a Traffic Control Plan specific for that event. If the Highway Department prepares a Traffic Control Plan at the request of the sponsor, the sponsor acknowledges that the plan is taken from a regulatory source established for work zone safety and as such may not fully encapsulate all the safety needs of the event, and that all provisions of Paragraph IX apply and are agreed to.

I, We, the undersigned, herewith accept the terms and conditions of the regulations of the Benton County Board of Commissioners and agree to fully comply therewith to the satisfaction of the Board, Public Works Director and Local Law Enforcement.

Date: _____ Applicant Signature: _____

(Permit Requirements continue on next page)





Permit Requirements:

1. Applicant/Organizer shall abide by its proposed route, detour and lane closure plans and descriptions, emergency vehicle access plan, ingress or egress plan for property owners, and written traffic control plan or as amended by Benton County or local law enforcement agency in the special provisions. (The emergency vehicle access plan must be approved by the local law enforcement agency and fire chief.)
2. Applicant/Organizer shall coordinate all road closures with the Minnesota State Patrol and local law enforcement agencies and arrange adequate traffic control and law enforcement personnel, as determined by the local law enforcement agency.
3. The applicant shall conform with the terms of this permit, the Benton County Special Road Use Policy and other applicable regulations of Benton County, and any Special Provisions which are attached to the permit. The applicant shall comply with all applicable laws and ordinances, codes and regulations. All detours and/or lane closures shall conform to the provisions of the Minnesota Manual on Uniform Traffic Control Devices, including all appendices. The event shall be in no way detrimental to the highway or the safety of the public.
4. Applicant/Organizer agrees to restore the right of way to its original condition; including removal of temporary signs, temporary chalk based material, litter, structures (if allowed), etc.
5. Applicant/organizers will be responsible for all costs involved in or as a result of the event.
6. Failure to abide by the regulations of the permit and the Benton County Special Event Policy will be cause for denial of future applications.
7. All participants shall obey all traffic laws and any county employees or law enforcement officers who may be assisting in traffic control for the event.
8. The applicant agrees the main point of contact for this event will be:
Name:
Address:
Phone:
Email:

The main point of contact shall monitor the event to ensure the safety of the public from such hazards as traffic conflicts. This person shall be available during the event should police, county, city or township officials or staff have concerns with public safety during this event.
9. Applicant/Organizer agrees to assume entire responsibility and liability for all damages or injury to all persons, whether employees or otherwise, and to all property arising





out of, resulting from or in any manner connected with the operation of the event. The applicant agrees to indemnify the County, its agents and employees from all such claims, including, without limiting the generality of the foregoing claims, for which the Department may be or may be claimed to be liable, and legal fees and disbursements paid or incurred to enforce the provisions of this paragraph. The applicant further agrees to obtain, maintain and pay for such general liability coverage as will ensure the provision of this paragraph.

- 10. The Applicant/Organizer shall provide Commercial General Liability insurance which will indemnify Benton County and its employees in amounts of at least \$500,000.00 per injury and \$1,500,000.00 per occurrence. Benton County shall be listed as an additional insured.

Insurance Company _____ Policy Number _____

Liability Limits _____

Dated this _____ day of _____, 20____.

(Department Review continues on next page)





Documents Submitted: (For Internal Review)

- Traffic Control Plan Detour Route Included Lane Closure Plan Included
- Emergency Vehicle Access Plan **Law Enforcement Approval** **Fire Chief Approval**
- Ingress and Egress Plan Permit Fee Paid (\$100)

In consideration of the applicant/organizer's agreement to comply in all respects with the regulations of the Board of Commissioners covering such operations, permission is hereby **granted** for the Special Event Road Closure as described in above application or in a location or manner specified by the County Engineer in the attached Special Provisions.

The Special Event Road Permit Application is **denied**.

Date: _____ Signature: _____
Benton County Highway Department

Date: _____ Signature: _____
Benton County Board Chair

ATTEST:
Date: _____ Signature: _____
Montgomery Headley
Benton County Administrator





Special Provisions:

Benton County Highway Department
PO Box 247, Foley, MN 56329
Phone: (320) 968-5051: Fax: (320) 968-5333

Copies: Applicant
County Engineer
Sherriff's Office
Local Fire Department

