

Special Event Application HSDP § 2120



*PO Box 38
Wilder, ID 83676*

*Phone: 482-6267
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GOLDEN GATE HIGHWAY DISTRICT NO. 3
Application for Special Permit
for Special Event upon or Other Non-Vehicular Use of a Highway [Right-of-Way]
HSDP § 2120 *[This is a 4-page form]*

Information to Applicant:

1. The Applicant must complete this form and pay the filing fee before the Highway District will process this form.
2. All relevant information and attachments must be supplied. Please mark non-applicable portions of the application form "N.A." The information on the application for completeness shall be determined by the Secretary of the Highway District, which shall include a determination of the application/s fee/s. No application shall be considered filed by the Highway District unless the application form is completed, and the application/s fee/s has been received by the Highway District's Secretary/Treasurer.
3. This form includes relevant initial routing information which is completed by Highway District staff.
4. All applications provided in this form are filed with the Secretary of the Highway District at the administrative office located at 500 Golden Gate Avenue or P.O. Box 38, Wilder ID 83676.
5. Applicant, if a natural person, must be over the age of 18.

ATTACH CERTIFICATE OF SECRETARY OF STATE: In the event the Applicant is not a natural person, applicant must be an entity in good standing in the State of Idaho or a registered trust. Certificate of Secretary of State attached Trust Registration Statement attached

Applicant [must be sponsor of Special Event and/or Other Use]: _____

Address _____

Date: _____

Filing Fee: Paid: _____ Date: _____ [Highway District Secretary to initial and date]

Regulation Permit Requirements: In accordance with Section 13.4.3 of the Golden Gate Highway District Policy Code, which provides:

- 13.4.3 Special Events:** To hold a special event upon or other non vehicular use of a Highway requires a Highway District permit in accordance with the following:
- 13.4.3.1** The Applicant and permit holder shall be, and are, the responsible person(s) and/or entity for the requested event and/or use; and
 - 13.4.3.2** The Applicant shall make application for a permit, under this subsection, upon a form adopted by the Board of Commissioners which shall include information regarding the Applicant and Applicant contact information, date and time, highway location/s, purpose of event and/or use, security being provided for the protection of persons and property, applicant's liability insurance coverage and arrangements, if any, which have been made with Canyon County Sheriff's office; and
 - 13.4.3.3** In the event there is reasonable concern that there may be damage to the highway and/or signage the District may require, as a condition of the issuance of the permit, that the Applicant post a Bond/Letter of Credit/ Cash as surety for the performance of the special event or other use without damage to District Highway and/or signage; and
 - 13.4.3.4** Applicant shall, as a condition of the issuance of the permit, have and carry liability insurance naming the Highway District as an additional insured for liability arising out of, and/or by reason of the special event, and/or other permitted use in an amount not less than the liability insurance coverage then carried by the Highway District, and shall provide to the Highway District a certificate of insurance; and
 - 13.4.3.5** The time and date and location of the special event and/or other use is subject to determination by Highway District considering Highway District staff availability, traffic safety and congestion, damage to neighboring property, and/or persons and traffic control; and
 - 13.4.3.6** The Board of Commissioners may designate and/or limit the highway/s upon which it will allow special events, and/or other permitted use and/or times, with primary consideration to vehicular traffic use and safety and risk of damage to Highway District and neighboring property; and
 - 13.4.3.7** Any change in the special event and/or other use, as herein permitted and stated in the Application, will invalidate the Permit unless 24 hours Written Notice of any such change is provided to the Highway District and the District approves any such change in writing, which must be appended to the permit; and
 - 13.4.3.8** Applicant will notify the Highway District by phone when the special event and/or other use is commenced and will coordinate, if required, the special event and/or other use with the Canyon County Sheriff's office, and will maintain the Permit on the site at all times during the special event and/or other permitted use; and
 - 13.4.3.9** All special traffic signage reasonably required by reason of the special event and/or other permitted use shall be under the direction and control of the Highway District and all expense associated therewith shall be paid by the Applicant as a condition of the issuance of the permit in addition to the permit fee; and
 - 13.4.3.10** In the event the Applicant is a government subdivision of the State of Idaho, agency of the State of Idaho, and/or the Federal Government, the Highway District may not impose any fee.
 - 13.4.3.11** The Highway District may impose any other reasonable conditions upon the issuance of a permit in order to assure traffic safety, protection of persons and property and orderly use of the permit.

DESCRIPTION OF SPECIAL EVENT AND/OR OTHER PERMITTED USE

Purpose:

Anticipated number in attendance:

Highway Location/s:

Date:

Time:

Security being provided by Applicant:

Canyon County Sheriff's office Notification:

Applicant Liability Insurance carrier:

Policy Limits for coverage of Special Event or other use to be permitted: \$_____

Traffic Control needed:

Contact information of person in charge of the Special Event and or Other Permitted Use:

Name: _____

Address: _____

Phone: _____

Cell: _____

Fax: _____

I certify that the information herein contained is true and correct on behalf of the Applicant:

Signed: _____ Date: _____

OFFICIAL USE ONLY
APPLICANT DOES NOT COMPLETE ANYTHING BELOW THIS LINE.

All blanks are to be initialed and dated by the appropriate Highway District officials as indicated. D. H. means Director of Highways; S. means Secretary.

If a blank is not appropriate, the Highway District official shall indicate N.A. and his/her initials.

This application Request Process is in chronological order, and the stage of the process is evidenced by the official's initials. Highway District officials shall not process this Petition Request unless all the steps preceding the official's action have been completed on this form.

COMPLETED BY DISTRICT SECRETARY

Above Application form has been submitted Fee: _____ Paid by: _____

Application Request form routed to Director of Highways: _____ [date] Initialed by S. _____

COMPLETED BY DIRECTOR OF HIGHWAYS

Review by Director of Highways of Application Request: _____ [date] Initialed by D.H. _____

Verify information with Applicant: Initialed by D. H. _____

Determination if Surety Bond/Letter of Credit/Cash is required to cover damage to Highway and/or signage: Required: _____ [\$_____] Not Required: _____

Determination of cost for providing all special traffic signage reasonably required by reason of the special event and/or other permitted use, to be paid by the Applicant as a condition of the issuance of the permit in addition to the permit fee.

Required: _____ [\$_____] Not Required: _____

Certificate of Liability Insurance Coverage in amount equal to District policy limits provided: Initialed by D.H. _____ Date: _____

Permit issued and accepted: Initialed by D.H. _____ Date: _____

COMPLETED BY DISTRICT SECRETARY

Original Application form is retained in the official Records of the Golden Gate Highway District No. 3; a copy is provided to the Applicant and anyone demanding notice of the decisions.

Signed (S.): _____ Date: _____
Secretary, Golden Gate Highway District No.3