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| **PERMIT APPLICATION FOR SPECIAL EVENTS USE OF IOWA COUNTY TRUNK HIGHWAYS** | | | | | | | | | | | |
| **CONTACT INFORMATION** | | | | | | | | | | | |
| ***Contact Person***  Click here to enter text. | ***Day Phone***  Click here to enter text. | | | | | ***Evening Phone***  Click here to enter text. | | | | | ***Fax***  Click here to enter text. |
| ***Mailing Address***  Click here to enter text. | | ***City, State, Zip***  Click here to enter text. | | | | | | ***E-mail Address***  Click here to enter text. | | | |
| **EVENT DETAILS** | | | | | | | | | | | |
| ***Event Name***  Click here to enter text. | | | | ***Event Sponsor***  Click here to enter text. | | | | | ***Event Website Address***  Click here to enter text. | | |
| ***Total Time of Event from Setup to Teardown***  A.M.  A.M.  Start Time P.M. End Time P.M.  Date of Event: | | | | | | | ***Actual Time Participants will be on the Road***  A.M.  A.M.  Start Time P.M. End Time P.M. | | | | |
| **LOGISTICAL DETAILS** | | | | | | | | | | | |
| ***Type of Support Provided by Event Sponsor (Check all that apply)***  Traffic Control  Support Vehicles Medical Other (describe): | | | | | | | | | | | |
| Do you feel you need law enforcement Traffic Control? YesNo | | | | | | | | | | | |
| Check all that apply to the Event | | | | | | | | | | | |
| Parade  Race  Tour  Run/Walk  Bicycle Event  Political Assembly  Fee/Donation | | | Non-Profit  Festival/Circus/Fair  Vehicle Use  Animals  Sound/PA Equip  First Aid Stations  EMS Needed | | | | | | | Tents or Fabric Shelters  Food/Concessions  Electrical Wiring  Fireworks/Pyrotechnics  Open Flame  Road Closure(s)  Hired Security | |
| Describe the event, state the purpose of event | | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | | |
| Estimated number of participants: | | | | | Estimated number of spectators: | | | | | | |
| Admission/Participation Fee: | | | | | Event open to the general public or ticketholders only? | | | | | | |
| Beer/Liquor Present? | | | | | Sold or given away? | | | | | | |

**Iowa County Contact Numbers**

**County Clerk (608) 935-0399**

**Sherriff’s Dept. 608-935-5827 (Emergency-911)**

**Highway Dept. Office 608-935-3381**

**Highway Commissioner 608-935-3381 Ext. 605**

**PERMIT FEE IS $95.00**

**This permit is required and shall be issued in accordance with Ordinance #300.05 of the Iowa County Code of Ordinances.**

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| **EVENT ROUTE (required information)** Event Name: Click here to enter text.  In this section list all County Trunk Highways (CTH), the beginning and ending location of each continuous section and each Town, Village or City contained in the continuous section. For the municipalities use the following designations T=Town, V=Village, C=City. (see example below) | | | | | |
| **ROUTE INFORMATION EXAMPLE** | | | | | |
| CTH: | CH | Begin: | STH23 | End: | CTH Q |
| Municipalities: C Dodgeville/T Dodgeville | | | | | |
| CTH: |  | Begin: |  | End: |  |
| Municipalities: | | | | | |
| CTH: |  | Begin: |  | End: |  |
| Municipalities: | | | | | |
| CTH: |  | Begin: |  | End: |  |
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| Municipalities: | | | | | |
| CTH: |  | Begin: |  | End: |  |
| Municipalities: | | | | | |
| Additional roads should be listed in this format on a separate sheet of paper.  **A Map of the Event Route must accompany this application.** | | | | | |
| **PLEASE NOTE:** Event officials must coordinate all local road use with the affected municipalities. Iowa County does not authorize the use of Municipal roads, State Highways, or routes designated other than Iowa County Trunk Highways. | | | | | |

**PERMIT PROCEDURES FOR USAGE OF IOWA COUNTY TRUNK HIGHWAYS**

*All of the following requirements must be complied with for consideration of a permit.*

1. It is necessary that we receive permit requests for use of a County Trunk Highway at least 6 weeks in advance of the scheduled event. It is possible that a permit may not be issued for an untimely permit request.
2. No printed materials should be distributed to the public on intended event routes prior to obtaining permission from all affected governmental units and law enforcement agencies for the use of their roads, streets, or highways for the event(s). There are certain roads and highways which we and other agencies will not allow to be used or crossed for such events; and this may affect planned routes that have been prematurely released to the public.
3. The event sponsor must be covered by adequate liability insurance for this type of event, and must provide this Department with a proper certificate of insurance **AT THE TIME AN EVEN PERMIT IS SUBMITTED**. The certificate should be sent along with the permit request to the address shown on the reverse, and should indicate the following:
   1. Iowa County, 222 N. Iowa St., Dodgeville, WI 53533, shall be added as an additional insured for the event (**DO NOT** list Iowa County Highway Department—it must state only “Iowa County”).
4. A standard “INDEMNIFICATION/HOLD HARMLESS” Agreement must be signed by a responsible officer of the event sponsor relieving Iowa County from any and all liability that could arise as a result of the event. The Agreement must be signed by a responsible officer of the event sponsor along with the permit request.
5. It is the event sponsor’s responsibility to contact and obtain permission from all governmental units and/or law enforcement agencies that would have jurisdictional responsibilities over any part of the route used. Failure to obtain such permission could result in the county not issuing a permit for the currently scheduled event, or future events on its highways.
6. The event sponsor is also responsible for surveying the intended route prior to the event to look for potential traffic hazards to the participants. Those traffic hazards should be corrected or participants protected by securely closing off those particular hazardous areas to participants. Sponsor shall insure that all participants stay within permitted areas.
7. The event sponsor must also notify the local municipal unit EMS agency in advance so they are aware of the date and time of the event, type of event, and the number of participants. For larger and more strenuous events, it is strongly advised that the event sponsor schedule EMS personnel and equipment to be present at the event. If significant traffic restrictions and/or road closures are required for the event, the event sponsor should also contact the nearest 911 center so emergency police, fire, and EMS units are aware of traffic restrictions in the area as they respond to any emergency calls.
8. Normal “rules of the road” must be followed during the event if the public road, street, or highway is open to traffic. Must obey all federal, state and local statutes and regulations.
9. If it is necessary to temporarily close and detour a County Trunk Highway in order to conduct the event, the event sponsor shall be responsible for the erection and removal of all necessary signing, and providing all uniformed police officers that may be required for safe and proper traffic direction. Any and all expense in providing the signing and/or uniformed officers shall be assumed by the event sponsors.
10. No trespassing on private property.
11. No defacing of public property, including pavement markings.
12. Immediately after completion of the event, the event sponsor shall be responsible for removing from the highway and highway right-of-ways any trash, signs, and/or other materials that may have been accumulated or used during the event.
13. Permit Fee is $95.00. A check or cashier’s check in the amount of $95.00 shall accompany this permit application. Permits may be returned and will not be reviewed unless the appropriate fee accompanies the application.

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| **I certify that the information I have provided on this application is accurate and complete. I further certify that I have notified all other municipal jurisdictions of this event for usage of roads under their jurisdictional authority. I understand that this permit may be denied or revoked for providing false or incomplete information.** | | |
|  |  |  |
| Signature | Title | Date |

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| DO NOT WRITE BELOW THIS LINE—FOR OFFICE USE ONLY | | | |
| Reviewed by IC Highway |  | Reviewed by IC Sherriff |  |
| DATE |  | DATE |  |
| Permit Fee Recv’d |  | Amount |  |
| Check # |  | DATE |  |
| Name on check |  | Address |  |