



# ROAD EVENT PERMIT APPLICATION FORM

## Yakima County Roads

128 North Second Street • Fourth Floor Courthouse • Yakima, Washington 98901  
(509) 574-2300 • 1-800 572-7354 • FAX (509) 574-2301 [www.co.yakima.wa.us](http://www.co.yakima.wa.us)

Form # CR0006 B  
Revised 02/13/2023

### Section I: Applicant

Contact Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone: \_\_\_\_\_ or \_\_\_\_\_  
Email: \_\_\_\_\_

### Section II: Type of Event (Check all that apply):

Horse Event       Bicycle Race       Running and Walking Event  
 Mixed Event (Bike, Running, etc.)       Other (describe event) \_\_\_\_\_

#### Enclosure Types(s)

Totally open event course  
 Partially closed event course  
 Totally closed event course  
 Rolling enclosure  
 Protected enclosure  
 Mountain bike  
 Multi-sport time trial  
 Multi-sport road event

#### Event Type(s)

Criterium  
 Time trial  
 Road event  
 Stage event  
 Cyclocross

#### Event Course Type(s)

Point to point  
 Circuit  
 Out and back

Number of categories: Caravan:  No  Yes (If yes, attach diagram with all vehicles)

Will event use agency roads other than Yakima County roads?  No  Yes

If yes, have other agencies approved event course?  No  Yes

Expected number of participants: \_\_\_\_\_ Expected number of spectators: \_\_\_\_\_

Maximum number of participants on the road at one time: \_\_\_\_\_

Number of stages participants will be broke into at one time: \_\_\_\_\_

Maximum number of events on the road at one time: \_\_\_\_\_

### Section III: Event

Event name: \_\_\_\_\_

Event dates: \_\_\_\_\_

Event times: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Describe event location: (Also, please attach a map of course.) \_\_\_\_\_

Sanctioning organization: \_\_\_\_\_

Name of insurance company: \_\_\_\_\_

Insurance plan policy number: \_\_\_\_\_

Adding necessary additional insured. (Yakima County Roads is to be added as an additional insured on the Certificate of Insurance if Yakima County roadways are to be used in the event. If roadways belonging to other agencies are used, they may request to be added as an additional insured as well.)

#### **Section IV: Event Safety/Traffic Control**

In addition to attaching an Event Traffic Control Plan as described under the Attachment Sections, please complete the following information:

Names of certified flaggers: \_\_\_\_\_  
How many total traffic control personnel and course marshals will be available: \_\_\_\_\_  
Name of traffic control personnel and course marshals: \_\_\_\_\_  
Name of chief referee: \_\_\_\_\_  
Chief referee phone: \_\_\_\_\_ or \_\_\_\_\_

#### **Section V: Medical Services**

Have you contacted the necessary emergency medical services and law enforcement officials of your event:

No    Yes

If yes, whom did you contact: \_\_\_\_\_

What type of emergency medical services will be available: \_\_\_\_\_

#### **Section VI: Notification Plan**

1. Have you developed a plan for notification to businesses and residents affected by the event course?  
 No    Yes
2. Will businesses and residents be notified of bicycle event?  
 No    Yes (*If yes, please attach a copy of how you will be notifying businesses and residents, i.e. fliers, letters, etc.*)

#### **Section VII: Permit Fees for Events**

The required fees for event permits are as follows:

A fee of \$250.00 shall accompany each event permit application that requires rolling closures or closed courses.

A fee of \$100.00 shall accompany each event permit application for bicycle events requiring no road closures and requiring participants to follow the rules of the road.

Checks shall be payable to "**County Road Fund**"

#### **Section VIII: Additional Required Information & Attachments**

Please attach the following information to your permit when submitted to Yakima County Public Services for review and approval.

1. Attach a copy of insurance certificate for the event, with Yakima County and any other pertinent agencies added as an additional insured.
2. If more room is necessary to describe event in detail than given above, attach a separate sheet to this permit with your detailed description stating all pertinent information required to understand the event and how it will be controlled.
3. The event organizer is responsible for providing notification to the public and property owners about the event.
4. Attach a map showing the event course in detail. Mark all important locations including start and finish locations, parking, road closures, traffic controlled intersections, warning signs and other traffic control equipment, etc.

5. Attach a detailed Traffic Control Plan showing the following information for review and approval for use:
  - A plan for traffic control for vehicles, pedestrians and spectator safety.
  - A plan showing the number of, positioning of and training of course marshals.
  - Planned position of flaggers, course officials, marshals, lead cars, support, medical and law enforcement vehicles at the start of event of, during and ending of the event.
  - Provisions for parking, safe spectator viewing space and rest room facilities.
  - Types of road signing to be used, their sizes, locations and placement thereof.
  - Communications equipment to be used during the event for flaggers, marshals, etc. (i.e., radios, cell phones, etc.)

**Indemnification:** The permittee by signing below indemnifies, and saves harmless Yakima County, for any claim suit, action for injuries, death or other cause of personal injury or property damage arising from the issuance of an event permit, including claims of event participants, pedestrians or other roadway users.

Permittee signature \_\_\_\_\_ Date: \_\_\_\_\_

**This is a valid event permit if signed by the Yakima County Engineer or designee:**

Yakima County Engineer or designee \_\_\_\_\_ Date: \_\_\_\_\_