

Columbia County Sheriff & Highway Depts
Right-of-Way Special Access Permit Application

Chapter §349.185 of Wisconsin Statutes and County Ordinance (section 9.11) provides that the County regulate community events or celebrations, processions, or assemblages on the highways. Therefore, a Columbia County Highway & Transportation permit is hereby requested, by the undersigned, for the purpose of approving:

TYPE OF EVENT:

Bike Ride Motorcycle Ride Marathon/Triathlon
 Walk Lane/Road Closure Other

Location:

Start Location: County Highway CTH _____ or Town Road _____

Township of _____ Date: _____ Time: _____

End Location: County Highway CTH _____ or Town Road _____

Township of _____ Date: _____ Time: _____

Notes: _____

Organization:

Name: _____ Phone: _____

Address: _____

Taxable Status: Profit or Non-Profit

24 Hour Contact (program manager):

Name: _____ Phone: _____ Must be available 24/7 on day of event.

Office Use Only

Permit Type: Fee _____ Exempt: _____ **Permit #:** _____

County Service Required?

Escort Vehicle: _____ Traffic Control: _____ Barricades: _____ Signage: _____

Other: _____

Estimated Cost of Services: _____ (in addition to the Permit Fee)

Sheriff's Reviewer: _____ Approval/Denial Date: _____

Highway Dept. Reviewer: _____ Approval/Denial Date: _____

Comments:

SPECIAL EVENT PERMIT

SUPPLEMENTAL INFORMATION NEEDED & CONDITIONS OF ISSUANCE

Supplemental information to be provided with application:

- Access location(s) and parking plans/discussion
- Sanitary facility(ies), water, rest area(s)
- Refuse removal and policing of waste
- Severe Weather coordination Plan (cancellation, reduced event, etc)
- Method of Participation Identification
- Security methods and plan
- Traffic control plan (including any identified County resource needs and method of course identification)

Conditions of Issuance:

- Provide insurance certificate to County
- Traffic control personnel knowledgeable in traffic control requirements and the MUTCD (ref St Statute §349.217)
- Organizer bears the full and complete responsibility for all risk of harm caused by, arising from, or resulting from the event. Organizer indemnifies, defends, and holds harmless Columbia County and its officials, officers, employees, volunteers, and agents against all claims, liability, loss, damage, or expense incurred on account of any injury to or death of any person or any damage to any property caused by, arising from, or resulting from the activities for which the permit is granted.
- Organizer shall procure and maintain insurance: types including but not limited to general bodily injury liability, property damage liability, and if vehicles are to be used by Organizer or as part of the event, comprehensive automobile bodily injury liability. Policy amount(s) shall reflect the size, scope, and nature of the event and shall be sufficient in coverage. Organizer shall add the County, its officials, officers, employees, volunteers, and agents as Additional Insured(s).

If you have any questions, please email Matthew Menard or call him at 608-742-4166 ext. 3304.