



ENC No.: \_\_\_\_\_

APPLICANT INFORMATION:

Organization: \_\_\_\_\_ Tele (24-hrs): \_\_\_\_\_

TAX ID Number: \_\_\_\_\_ Nonprofit: [ ] Yes [ ] No

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, the above signed applicant, do hereby certify that the information provided on the Encroachment (Special Event) Permit Application is true, accurate, and to the best of my knowledge. I also, by signing this Application do hereby agree to abide with the Agreement Clause stated below.

EVENT INFORMATION:

Event Name: \_\_\_\_\_

Event Description: \_\_\_\_\_

Date: \_\_\_\_\_ Event Time (in Right-of-Way): \_\_\_\_\_

Event Location/Route: \_\_\_\_\_

Road Closure: [ ] Yes [ ] No If Yes, where: \_\_\_\_\_

Numbers of Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_ Volunteers: \_\_\_\_\_

Event Activities in County Right-of-Way (check all that apply) Do not check if located on private property.

- Traffic Control: [ ] Cones/Barricades [ ] Flaggers [ ] Pavement Markings [ ] Signs
Encroachment: [ ] Aid Stations [ ] Alcohol Sales [ ] Restrooms [ ] Vendors
Others: [ ] Ambulance [ ] Cal Fire [ ] CHP [ ] Sheriff
[ ] Parking [ ] Spectators [ ] Volunteers [ ] \_\_\_\_\_

Rules of the Road Event: [ ] Yes [ ] No Participant Fee: [ ] Yes [ ] No Participant Waiver: [ ] Yes [ ] No

Pre-Event Advertising: [ ] Yes [ ] No If Yes, type/where/when: \_\_\_\_\_

Has CHP been contacted? [ ] Yes [ ] No Is CHP traffic control required? [ ] Yes [ ] No

Agreement Clause:

- The applicant agrees and accepts that the work will be conducted in accordance with the Encroachment Permit Conditions, the (County) Public Improvement Standards, the Streets and Highways Code, State Vehicle Code, and these attached Provisions.
The permittee shall defend, indemnify and save harmless the County of San Luis Obispo, its officers, agents and employees from any and all claims, demands, damages, costs, expenses, or liability that relate in any way to this permit, including, but not limited to, any act or omission on the part of the permittee, or of agents, employees, or independent contractors directly responsible to the permittee; including, but not limited to, any defects, flaws or errors in the design or performance of any work under this permit, providing further that the foregoing shall apply to any acts, or omissions to act, committed jointly or concurrently by the permittee, the permittee's agents, employees or independent contractors, and the County, its agents, employees or independent contractors. Nothing contained in the foregoing indemnity provisions shall be construed to require the permittee to indemnify the County against any responsibility or liability in contravention of Section 2782 of the Civil Code.]



GUIDELINES FOR SPECIAL EVENT PERMIT CONDITIONS AND SUBMITTALS (due prior to issuance of permits)			
CONDITION / SUBMITTAL	REQUIRED? YES	NO	NOTES
A. PERMIT REQUIRED	If any traffic control, route markings, road/lane closures, pre-event advertizing, participant fee, or event activities in ROW.	No impacts to free flow traffic and no encroachments in the County ROW.	
B. APPLICATION FEE	If participant fee, vendors or not exempt per Title 13.08.055. General Encroachment Permit fee. (See Fee List on website)	Title 13.08.055 (i.e. non-profits)	If required, fee is required prior to permit issuance. Fee is payable at PW counter or via USPS.
C. CHECKING AND INSPECTION AGREEMENT	Events with multiple road closures where staff review is expected to exceed fees. Agreement allows applicant to be billed at time and materials.	Most events	If required, must be executed at least 60 days prior to event.
D. TRAFFIC CONTROL PLAN	Required for all special events (See Traffic Control Plan Guidelines & Examples.pdf on website)	N/A	Draft Traffic Control Plan must be submitted with application. Traffic Control Plan must be approved by the County prior to issuance of permit.
E. CHP REVIEW AND AGREEMENT FOR SERVICES	CHP must be notified of all special events. Each CHP office has different requirements. If CHP will be providing traffic control, applicant must enter into an agreement w/CHP.	N/A	If CHP will be providing traffic control, the fully executed agreement (or confirmation from CHP) must be on file prior to issuance of permit.
F. INSURANCE POLICY	Required for all special events. \$1M-\$2M per occurrence general liability for most events; up to \$5M per occurrence for large events. Check with the Department for requirements (based on duration, # of participants/spectators, alcohol sales, etc.)	N/A	Applicant must name County of San Luis Obispo and CHP as additional insured. A copy of the certificate and endorsement (one for each entity) must be on file prior to issuance of permit. Umbrella policies are not accepted in lieu of general liability requirements.

G. PARTICIPANT WAIVER/RELEASE AND HOLD HARMLESS AGREEMENT	Most events. At a minimum, waivers must “indemnify the County of San Luis Obispo from any and all liability for any and all loss(es), damage(s), and any and all claims...in connection with participation in the event” Additional language is required when participants are adjacent to traffic.	N/A	Waivers must be reviewed and approved by County Counsel prior issuance of permit. County may request originals. Contact the Department for waiver boilerplates.
H. DAMAGE BOND	If ancillary facilities (Restrooms, Staging, Stations, Vendors) in the ROW. \$500 most events; \$1000 large events.	If no ancillary facilities in ROW.	If required, bond is payable at PW counter upon issuance of permit. In permit conditions are met, bond will be returned two (2) weeks after event.
I. CALTRANS / CITY PERMITS	If required by jurisdiction(s), based on event location.	If event is only on SLO County maintained roads.	The permittee is responsible for obtaining any other permits or approvals that may be required.
J. PUBLIC OUTREACH	Based on event size, location and traffic control (i.e. road closures), County may require the following: Letter to residents/businesses Pre-event signage Press release	N/A	At a minimum, applicant must notify emergency services and community organizations 14-30 days prior to event. County may require review of press release and/or letters prior to issuance of permit. Changeable message signs or other pre-notification signs may be required.
K. ADVISORY BOARD	All events must contact the advisory boards where their event is being occurred.	N/A	Applicant must contact and receive acceptance of event.

Use of County Supplies: If Special Event is a non-profit/ no fee event, the applicant is eligible for use of County barricades. Applicant is limited to 100 (Type I) barricades, and is responsible for picking up, setting up, and returning barricades, per the traffic control plan and Special Event Permit, to County Public Works Section Yards. Usage of County barricades will require the applicant to provide a \$50 deposit, paid prior to issuance of their permit. Missing or returning barricades in a damaged condition will result in loss of deposit.