



Right of Way Event Permit Checklist

for bike/run/walk/parade events

Thank you for considering scenic Clackamas County for your event. Attached are several forms that need to be completed for the County to consider your request. ***A non-refundable fee of \$300 is required to process and issue a permit.*** Please fill out these forms as completely as possible and submit completed packet to:

Clackamas County Department of Transportation & Development
Attention: Engineering Permit Specialist
150 Beavercreek Road
Oregon City, OR 97045

- ☐ Has the application been submitted at least 60 days before the event?
- ☐ Is required insurance provided and are policy limits met? Is the certificate of liability attached to the application submittal? Is the indemnity agreement signed and attached to the application for submittal? Is the County named as additional insured?
- ☐ Has a map been provided showing all road intersections involved and how they will be treated?
- ☐ Does the map show where corner marshals and signs will be located? Certified flaggers are required when controlling public roads.
- ☐ Will law enforcement involvement be necessary and have they been contacted?
- ☐ Will a vehicle escort be provided (if this is a road race)?
- ☐ If roads are proposed to be closed, has the applicant requested the closure from the County? (60 days are required to process paperwork and notices)
- ☐ Has the organization prepared a news release? Does it include dates, times, lengths of delays anticipated, and roads which will have delays?
- ☐ Is there a media mailing list and date on which the news release will be mailed by the organization?
- ☐ Have residents and businesses along the route been notified at least 30 days in advance by organization of the activity and its impact on them?
- ☐ Has permission been granted by all adjacent property owners for road closure in excess of four hours?
- ☐ Are any other events scheduled in the area which may cause a conflict?
- ☐ Are pre-race signs built to County specifications and do they have correct information?
- ☐ Is private land being used for staging or parking? If so, have you received written permission?
- ☐ Have provisions been made for removing debris/litter from County roads following the event?
- ☐ Is adequate staging and parking space provided? Are toilet facilities available? (show permits, receipts, etc. to verify)
- ☐ Start/Finish banner to be used over County road (minimum height is 18')?
- ☐ Have procedures been arranged for emergency medical treatment during this event?



Right of Way Event Permit Application

for bike/run/walk/parade events

Internal use only

Permit Number:

RW _____

Today's date:

EVENT INFORMATION

Event name:

Event date:

Event type:

☐

Bicycle

☐

Parade

☐

Run/Walk (off road)

☐

Run/Walk

☐

Other _____

APPLICANT

Name:

Address:

City:

State:

ZIP Code:

Day phone: ()

Evening phone: ()

Fax:

Email:

Event affiliation or sponsors:

Applicant experience with similar events:

(If different than applicant)

☐ EVENT DIRECTOR

☐ ORGANIZER

Name:

Address:

City:

State:

ZIP Code:

Day phone: ()

Evening phone: ()

Email:

Email:

RESPONSIBLE PERSON (Other than applicant)

Name:

Address:

City:

State:

ZIP Code:

Day phone: ()

Evening phone: ()

Fax:

Email:

Event affiliation or sponsors:

Website:

OTHER JURISDICTION INVOLVEMENT

Name:

Name:

Jurisdiction:

Jurisdiction:

Address:

Address:

Phone: ()

Phone: ()

Email:

Email:

Name:

Name:

Jurisdiction:

Jurisdiction:

Address:

Address:

Phone: ()

Phone: ()

Email:

Email:

COURSE INFORMATION		
<input type="checkbox"/> Totally Closed	<input type="checkbox"/> Partially Closed	<input type="checkbox"/> Totally Open
Organized sanctioned event? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Number of participants:	Estimated number of race support staff:	
Day of week		
Start point location:	Begin Time:	
Parking/staging area location:		
End point location:	Ending time:	
Activities anticipated on County roads:		
<input type="checkbox"/> Use of street	<input type="checkbox"/> Temporary Traffic Control	<input type="checkbox"/> Temporary Structures
<input type="checkbox"/> Use of sidewalks	<input type="checkbox"/> Bridge(s)	<input type="checkbox"/> Lights
<input type="checkbox"/> Parking	<input type="checkbox"/> Crowd Control	<input type="checkbox"/> Other _____
Describe the activity and list sponsors and/or beneficiaries:		
Course description: <input type="checkbox"/> <u>Submit</u> a map with the route or area clearly drawn. Show north arrow, street(s), bridge(s), starting point, direction of travel ending point, and any other information that would help identify the event.		
List unsignalized intersections under temporary traffic control & type of control:		
List signalized intersections under temporary traffic control and type of control:		
Use of lead and sweep vehicles? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Permit Fee: \$300		



Right of Way Event Permit INSURANCE REQUIREMENTS

Give this sheet to your insurance carrier

This page is to be made a part of Insurance Policy # :

Before Clackamas County can issue a permit for a special event, the sponsor must provide proof of comprehensive general liability insurance covering Bodily Injury and Property Damage, covering all the sponsor's activities, including volunteers, arising out of the event.

The limits of liability under the policy shall not be less than \$1 Million per occurrence/\$2 Million general aggregate for the protection of the County, its officers, commissioners, and employees.

This policy(s) shall be primary insurance as respects to the COUNTY. Any insurance or self-insurance maintained by the COUNTY shall be excess and shall not contribute to it.

The insurance, other than Professional Liability, Workers' Compensation, Personal Automobile Liability and Pollution Liability Insurance, shall include "Clackamas County, its agents, officers, and employees" as an additional insured.

The policy also shall bear the following endorsement:

"It is understood and agreed that this policy shall not terminate or be canceled prior to the completion of the event without first giving 30 days written notice of intention to terminate or to cancel said policy to the county."

"Notwithstanding the naming of additional insured, the said policy shall protect each insured in the same manner as though a separate policy had been issued to each; but nothing herein shall operate to increase the insurer's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been named as insured."

A certificate evidencing such insurance together with the above endorsement shall be submitted to the county and shall be subject to the approval of Risk Management on behalf of Clackamas County as to adequacy of protection.

Send Certificate to:

Clackamas County - DTD
PERMITS SPECIALIST - Engineering
150 BEAVERCREEK ROAD
OREGON CITY, OR. 97045



Right of Way Event Permit INDEMNITY AGREEMENT

Dated _____, _____

In consideration of the issuance of a permit by Clackamas County for

_____ ,
to be held on _____, 20____, the Permittee for the event, by the signature of its Authorized Agent below, hereby agrees to at all times indemnify and hold harmless Clackamas County, its officers and employees, against any and all claims, actions, loss, damage, cost, expense or liability, including expenses of investigation, defense, litigation and reasonable attorney's fees, arising out of or based upon damage or injuries to persons or property caused by the activities of Permittee, or its officers, agents or employees under this letter of agreement.

Permittee

Signature of Authorized Agent