



**POLK COUNTY PUBLIC WORKS**

5885 NE 14<sup>th</sup> STREET  
 DES MOINES, IA 50313  
 Phone: 5 15-286-3705

Email: [publicworks@polkcountyiowa.gov](mailto:publicworks@polkcountyiowa.gov)

**SPECIAL ROADWAY USE PERMIT APPLICATION**

Fee Schedule

DATE OF APPLICATION: \_\_\_\_\_

**PLEASE PRINT OR TYPE**

APPLICANT/ORGANIZATION: \_\_\_\_\_ NONPROFIT? YES NO  
 EVENT COORDINATOR: \_\_\_\_\_  
 APPLICANT MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
 PHONE: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ ALT PH: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ EMAIL: \_\_\_\_\_  
 EMERGENCY CONTACT INFO: NAME \_\_\_\_\_ PHONE: \_\_\_\_\_  
 PRIMARY CONTACTS DURING EVENT NAME: \_\_\_\_\_ PHONE \_\_\_\_\_

**EVENT:**

EVENT NAME \_\_\_\_\_ EVENT START DATE \_\_\_\_\_ START TIME \_\_\_\_\_ EVENT END DATE \_\_\_\_\_  
 END TIME \_\_\_\_\_ NO. OF EXPECTED ATTENDEES \_\_\_\_\_ EVENT DESCRIPTION AND LOCATION/ROUTE (Attach map if necessary)

|  |     |    |
|--|-----|----|
| HAVE YOU REQUESTED ASSISTANCE FROM THE SHERIFF’S OFFICE? | YES | NO |
| HAVE YOU ATTACHED AN EVENT TRAFFIC CONTROL PLAN?         | YES | NO |
| WILL THERE BE AMPLIFIED SOUND AT THE EVENT?              | YES | NO |
| HAVE YOU ARRANGED FOR PRIVATE SECURITY FOR THE EVENT?    | YES | NO |
| WILL ALCOHOLIC BEVERAGE BE AVAILABLE AT THE EVENT?       | YES | NO |
| WILL SANITATION FACILITIES BE NEEDED FOR THIS EVENT?     | YES | NO |

IF YES, ATTACH LOCATION MAP OF ALL FACILITIES.

**CHECK THOSE ASSURANCES THAT APPLY:**

- I affirm the work described in this permit is accurate and correct to the best of my knowledge and belief and that I am the designated agent of the Applicant.
- I affirm I have read and understand the Special Instructions listed on the attached form and will hold the event in accordance with these instructions, any special provisions of this permit, and adhere to Polk County codes and Ordinances in their entirety.
- I agree to defend, indemnify and hold Polk County harmless from and against any claims, losses, and/or liability arising out of personal injury(s), including death, and damage to property which are caused by applicant, or arising out of or in any way connected with the activities conducted pursuant to this application.
- I agree to immediately clean up all debris caused by event and understand that if such cleanup is not promptly undertaken, Polk County reserves the right to do the clean-up and charge the Applicant for the abatement.
- I understand that a Certificate of Insurance must be on file with the Public Works Department for the duration of the permit and that the Certificate shall provide coverage as specified in the Special Instructions and will name POLK COUNTY GOVERNMENT, its Elected Officials, Employees, Agents, and Assigns as Additionally insured. Failure to provide a valid certificate of insurance and endorsement will result in denial of the permit.
- I affirm that my organization will be responsible for all costs associated with implementing the approved traffic control plan, including, if necessary all costs incurred by the Polk County Sheriff’s Office and Polk County Public Works Dept.

\_\_\_\_\_  
 APPLICANT SIGNATURE DATE



## SPECIAL ROADWAY USE PERMIT APPLICATION

POLK COUNTY PUBLIC WORKS  
5885 NE 14<sup>th</sup> STREET, DES MOINES, IA 50313  
Phone: 515-286-3705 FAX: 515-286-3437  
Email: [publicworks@polkcountyiowa.gov](mailto:publicworks@polkcountyiowa.gov)

### SPECIAL INSTRUCTIONS

#### PRIOR TO EVENT

1. Applicant is responsible to obtain in writing, permission from adjacent or impacted property owners when required as part of this permit, or provide notice to property owners adjacent to the event as required by the permit.
2. When deemed necessary by the County Engineer, a pre-planning conference will be arranged.
3. Any changes to the permit must be approved by the Public Works Department at least 48 hours prior to the start of the event.
4. The insurance companies affording coverage must be named and approved by the Insurance Commission of the State of Iowa. All Certificates shall state that XCU Coverage is included. (If applicable). The following are minimum acceptable limits.  
General Liability: General Aggregate **\$2,000,000**, Product Completed Operations Aggregate **\$2,000,000**, Personal & Advertising Injury **\$1,000,000**, Each Occurrence **\$1,000,000**, Fire Damage (Any one fire) **\$ 100,000**, Professional Liability (When Applicable) **\$2,000,000**, Automobile Liability: **\$1,000,000**, Each Accident **Combined Single Limit**, Workers' Compensation: Statutory Benefits Employers' Liability (Coverage B) **\$500,000**, Excess Liability Umbrella **\$5,000,000**.

#### EVENT REQUIREMENTS

1. Applicant shall conduct this event to cause a minimum interruption of traffic flow as per the approved Traffic Control Plan (if necessary). Road closures will not be permitted unless authorized by the Public Works Department. Proper signing and advance warning will be required, as outlined in THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS (MUTCD) "Part VI, Traffic Control for Street and Highway Construction and Maintenance Operations." All signing will be in compliance with the above and same shall be in place and maintained by the applicant for the duration of the event.
2. No modifications of the Polk County road right-of-way are permitted except as approved within this permit.
3. Applicant will not park event equipment or materials in the road right-of-way that is not necessary for the actual event and as approved by this permit. All equipment on the roadway that is necessary for the event will have the proper signing or protection. Overnight equipment storage must be outside of the Polk County right-of-way.
4. A copy of the approved permit and associated plans and stipulations shall be on the event site at all times.
5. It shall be the responsibility of the applicant to obtain approval for the event from fire code officials.
6. No event signs or placards may be permanently posted. Temporary signs or placards must be approved by this permit and shall not impair traffic safety.
7. Street or roadways **must not be painted**. Handheld chalk and/or removal tape are the only allowed means of marking start lines, finish lines, or route markers or directions.
8. Events must be accessible to persons with disabilities.
9. A permit does not give permission to trespass on private property. Applicant must provide proof that permission has been obtained.
10. Special Roadway Use Permits are processed on a first-come, first-served basis. If a scheduling conflict occurs, preference will be given to previously permitted annual events operating on the usual event date and time.
11. Polk County must not be included or referenced as a sponsor of the event unless expressly permitted by the Board of Supervisors.
12. The Permit may be revoked if any of the following issues are identified by County staff: Fraud, misrepresentation, imminent threat to public health, safety and/or welfare. As a result of revocation, future permit requests may be denied.

#### CLEANUP

1. Applicant shall restore to their original condition or better any disturbance to the Polk County property or road right-of-way during the event, include pavement, granular shoulders, and traffic control devices or signs.