

ENCROACHMENT PERMIT APPLICATION CHECKLIST - SPECIAL EVENTS

TR-0410 (NEW 04/2019)

NAME OF APPLICANT OR ORGANIZATION	TRACKING NUMBER
DISTRICT / COUNTY / ROUTE / POSTMILE	

Applicants and their authorized agents must follow section 514 of the Encroachment Permits Manual.

APPLICATION

- _____ All boxes must be filled out (write "N/A" if not applicable).
- _____ Work description within State highway right-of-way must be comprehensive.
- _____ The "Standard Encroachment Permit Application" (form TR-0100) must be signed by the applicant or organization.
- _____ If signed by an agent, attach a letter of authorization. Note: Box 28 is the applicant's information and box 29 is the authorized agent's.
- _____ Signatures are required on both the application and the letter of authorization.
- _____ Detailed event related information.
- _____ Number of event participants and spectators.
- _____ Duration of event including preparation and staging.
- _____ Rules for event participants and spectators.
- _____ Information on shuttle buses and escort vehicles (routes and times).
- _____ Cleanup arrangements for roadway and roadside.
- _____ Media and local business communication plan.
- _____ Plan for providing advance notification to, and coordinate with, hospitals, emergency services, and public transit agencies. Arrange for passage of these vehicles through or around the event.
- _____ Provide 2 names and 24-hour contact numbers for the purposes of lane closure provisions (required only if there is a detour or lane closure).
- _____ Facilities must be in compliance with the Americans with Disabilities Act.
- _____ Is alcohol or marijuana proposed to be served at the event?
- _____ Minimum deposit of \$492 (payable to Caltrans), unless applicant is a government agency (fee-exempt).

PLANS

- _____ Six (6) event route maps.
- _____ Six complete sets of Traffic Control/Traffic Management plans (for detours) folded to 8 ½" x 11", signed, stamped with license expiration date and date stamped by a California Registered Civil or Traffic Engineer.
- _____ Location of staging area for event participants and spectators.
- _____ Location and number of aid stations and portable restrooms.

SUPPORTING DOCUMENTS*

- _____ Proof of non-profit status or verification by the Internal Revenue Service 501C.
- _____ Resolution of support from all impacted governments indicating formal approval of the special event and detour plans. Local support of the activity may be evidenced by an ordinance, resolution, written consent, or locally issued permit.
- _____ Letter of support or contract with the California Highway Patrol or local law enforcement.
- _____ A certificate of liability insurance naming the State of California, California Department of Transportation, the directors, officers, employees, and/or agents of the State of California and/or of the California Department of Transportation as additional insured. The certificate must be in the amount based on the risk level associated with the event.

NOTES:

*Forms are available at: <http://www.dot.ca.gov/trafficops/ep/apps.html>

ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 654-6410, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.