



PURPOSE

This policy is directed toward protecting the health, safety, and welfare of the citizens and visitors of Mohave County, as well to prescribe a uniform permitting process for Special Events conducted in County rights-of-way.

This policy provides for the planning and operation of Special Events for the benefit of enhancing the event patron and participant experience while minimizing adverse impacts to non-participants including area residents, visitors, business, emergency service providers, and the traveling public.

DEFINITION

A SPECIAL EVENT, for the purposes of this Policy, is defined as any public or private activity sponsored by a structured, formal organization planned for and conducted within Mohave County rights-of-way.

This policy does not apply to the casual use of Mohave County rights-of-way by persons or groups not otherwise defined, as determined by the Mohave County Engineer.

The event must have a scheduled start and end time and be at a location that impacts the normal operation of Mohave County roadway(s). The impact may be a result of:

- a. Increased pedestrian or vehicular traffic.
- b. Numbers of participants or spectators.
- c. Reduced roadway or right-of-way capacity.

POLICY

Permit issuance will be by the County Engineer through the Public Works Department.

Special Events involving partial/full closure of Mohave County roads or streets-as proposed or as determined by the County Engineer for safe event operation-or having potential to create undue impacts on the normal use of Mohave County roadways or rights-of-way under this policy shall require consideration and approval by the Mohave County Board of Supervisors prior to permit issuance.

The following procedures, conditions, and requirements apply to all requests for Special Events to be conducted within Mohave County roadways or rights-of-way. Special Event Permits shall be required under the process and deadlines set forth in this Policy for all Special Events using any rights-of-way within the unincorporated area of Mohave County unless waived or otherwise directed by the Mohave County Engineer.



- Step 1. The applicant should contact the Office of the Mohave County Supervisor whose District encompasses the event location and provide a summary of proposed day(s)-of-event operations and activities within County rights-of-way for any Special Event subject to this policy.
- Step 2. The applicant must submit a completed Special Event Permit application and non-refundable filing fee in the amount of one hundred dollars (\$100) to the Public Works Department for review and processing by the Public Works Director. Payment can be made online at the Public Works webpage once a permit number is assigned. This permit application shall be submitted no later than sixty (60) calendar days prior to the first day of the event to provide for review time and scheduling for Mohave County Board of Supervisors consideration and approval.
- Step 3. The applicant must append to the Special Event Permit application a temporary traffic control plan prepared in accordance with the latest Manual on Uniform Traffic Control Devices for any event based partial/total occupation, use, or temporary access of a road shoulder or road traveled way. Traffic Control plan specifications must include but are not limited to the following elements:
- a. Temporary traffic control devices (signs, cones, barricades, etc.), and traffic control personnel location and layout. In the event of a street or road closure, alternate routes shall be clearly and continuously marked throughout the detour and be clearly visible to motorists, one sign/device to the next, with advance warning of turns.
 - b. Temporary traffic control device vendor name and 24-hour contact information.
 - c. Intersection traffic control method.
 - d. Any proposed temporary, removable pavement markings.
 - e. Method of managing any impacted normal traffic patterns.
 - f. Emergency service provider access.
 - g. Local resident and commercial business access.
 - h. Pedestrian access routes and crossings.



- Step 4. The applicant shall obtain and submit to the Mohave County Public Works Department, no later than thirty (30) calendar days prior to the first day of the Special Event, copies of the following four (4) items and that if these items are not received, a permit will not be issued.
- a. Traffic Control Plan including a map that showing the event route, staging areas, spectator viewing areas, and event parking areas.
 - b. Proof of Insurance, naming Mohave County as an additional insured.
 - c. Fire Department notification/approval in written form.
 - d. Sheriff's Office notification/approval in written form.
- Step 5. Public Works will provide a written Special Event Permit approval, conditional approval, or denial no later than 21 calendar days prior to the first event day. The applicant, in the event of conditions or denial of the permit, shall resolve all conditions or reasons for permit denial, in writing, to the satisfaction of the County Engineer within 10 calendar days in advance of the first event day.
- Step 6. The applicant should contact and provide no later than 5 calendar days in advance of the first event day proper proof of liability insurance, in amounts and coverages directed by the Mohave County Risk Manager, naming Mohave County, its agents, representatives, officers, directors, officials and employees as additional insured and providing a waiver of subrogation against Mohave County, its agents, representatives, officers, directors, officials and employees.
- Step 7. Public Works may require, depending on the scope and nature of the event, a performance bond to be provided no later than 5 calendar days in advance of the first event day to ensure successful implantation of day-of-event traffic control and post event clean-up and restoration of the rights-of-way.
- Step 8. The applicant must provide personnel to monitor, maintain, and if necessary, replace any temporary traffic control devices in accordance with the approved traffic control plan along with 24-hour contact information for said personnel.



MOHAVE COUNTY PUBLIC WORKS APPLICATION FOR SPECIAL EVENT PERMIT WITHIN THE MOHAVE COUNTY RIGHT-OF-WAY

An application for a Special Event Permit shall be filed with the Public Works Director. Append additional pages as necessary to complete all form items. **Please allow no less than sixty (60) calendar days for application process before the proposed first special event performance date.** **NOTICE:** This permit is not to be construed as authorizing any special event using or occupying roads and streets not under the jurisdiction of the Mohave County. For questions call (928) 757-0910.

Return to: Mohave County Public Works 3715 Sunshine Dr. Kingman, AZ 86401	Mail to: Mohave County Public Works PO Box 7000 Kingman, AZ 86402-7000	Fax (928) 757-0913 Email mcpw@mohave.gov
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1A. Name of Event		1B. Event Start Date	1C. Event End Date
2. Description of Event, Purpose, and History			
3A. Organization Name and Address Conducting the Event		3B. Phone	3C. Email
4A. Name and Address of the Organization's Point-of-Contact		4B. Phone	4C. Email
5A. Name of Contact Person Responsible for Onsite Event Operations		5B. Phone	5C. Email
6A. Performance Start Time		6B. Performance End Time	
7A. Pre-Event Assembly Location(s) and Start Time		7B. Post-Event Disassembly Location(s) and End Time	
8A. Number Participants/Performers	8B. Number Event Vehicles by Type	8C. Number Event Animals by Type	
9. Description of any Special Effects and Equipment Planned for Use in Event Performance			
10. Description of Use/Occupancy of All or Portion of the Width of Road Travel Lanes and Shoulders for Event Performance			
11A. Anticipated Number of Spectators	11B. Spectator Parking Location(s)	11C. Spectator Viewing Area Location(s)	
12. Number of Event Operations Staff and Classification (e.g., security, traffic control, etc.)			
13A. Insurance Company & Copy of Liability Certificate	13B. Policy Number	13C. Agent Name	13D. Agent Phone Number

I UNDERSTAND & ACKNOWLEDGE THAT THE FOLLOWING 4 ITEMS ARE DUE NO LATER THAN THIRTY (30) DAYS PRIOR TO THE EVENT START DATE. IF THESE ITEMS ARE NOT RECEIVED A PERMIT WILL NOT BE ISSUED.

- A. Traffic Control Plan including a map showing the event route, staging areas, spectator viewing areas, and event parking areas.
- B. Proof of Insurance, naming Mohave County as an additional insured.
- C. Fire Department notification/approval in written form.
- D. Sheriff's Office notification/approval in written form.

I hereby certify that I have read and will insure strict compliance with all terms and conditions of the Mohave County Special Events Policy and that I received a copy thereof.

Applicant Name (Printed)	Applicant Signature	Date
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FOR OFFICIAL USE ONLY		
Approved	Denied	Public Works Director or Designee Signature
<input type="checkbox"/>	<input type="checkbox"/>	Date