



A Tradition of Stewardship
A Commitment to Service

SPECIAL EVENT ON PUBLIC ROADWAYS APPLICATION

Department of Public Works - Roads Division

1195 Third Street, Suite 101

Napa, CA 94559-3082

(707) 944-0196 or (707) 253-4351

PLEASE FILL IN ALL BLANKS BELOW:

Name of Event

Event Date Beginning Event Time Ending Event Time **Please note AM or PM**

Purpose of Event

Description of Event

Location of Event

Please attach a map of precise route, including starting and finishing points

Anticipated # of Participants

Anticipated # of Spectators

Type of First Aid Supplies & Equipment Available

Level/Number of Trained Personnel Basic First Aid/CPR EMT-1 EMT-Paramedic Nurse Physician

Is this a timed event? Yes No

Are you requesting road closures during the event? Yes (If yes, contact CHP for traffic control at (707) 253-4906) No

Will there be radio or any form of communications available for 9-1-1 access? Yes No

Where will vehicle parking for event be accommodated?

Name of Organization Applicant Name

Address City, State, Zip

Phone Number Cell Phone

Fax Number Email Address

Fee \$987.14 plus a separate \$500.00 Deposit
Fee Waiver applications (Roads Division only waived) \$224.00*

* Non- Profits Must Shown ID Number:

In completing and signing this application, I agree to comply with all terms and conditions of the permit:

Signature of Applicant: _____ **Date:** _____

APPLICATIONS MUST BE SUBMITTED A MINIMUM OF 90 DAYS PRIOR TO THE EVENT

BELOW IS FOR OFFICE USE ONLY

Received by PW Tracking # Fee Received

SPECIAL CONDITIONS

1. Insurance certificate naming the County of Napa, its officers, agents and employees as additional insured shall be on file with the Director of Public Works.
2. The right of way along the event course(s) shall be cleaned of debris upon conclusion.
3. Adequate restroom facilities shall be provided along the event course(s).
4. Access shall be provided at all times for emergency vehicles and property owners along event course(s).
5. Access shall be provided at all times for emergency vehicles within event parking areas before, during and following the event.
6. Skaters/Walkers shall skate/walk against the flow of traffic and stay as near to the edge of the pavement as possible.
7. *No attachments of any kind shall be placed on any County infrastructure. (Refer to Section 21465 of the California Vehicle Code.)*
8. *No markings of any kind shall be placed or painted on any County Road or State Highway.*
9. All cyclists shall ride single file with the flow of all vehicular traffic as near to the edge of pavement as possible. Cyclists shall not impede the flow of vehicular and / or pedestrian traffic.
10. Warning signs notifying the public along the proposed event course(s) will be provided along traffic ways.
11. Issuance of this Special Event Document does not authorize the permittee or any participant in this event to violate State Laws or Local Ordinances related to the use of public roadways, including but not limited to the California Vehicle code and Streets and Highway Code. Furthermore, all participants shall comply with all lawful orders and directions of all law enforcement representatives, including the Napa County Sheriff's Department and the California Highway Patrol.
12. This document is for travel on Napa County maintained roads only. It does not cover state highways, roads in other counties, or incorporated cities within Napa County.
13. Additional conditions attached. _____
14. All event officials, volunteers and participants shall be notified verbally, in writing or e-mail of these conditions prior to the event.
15. Support Vehicles: All support vehicles are to obey all traffic laws at all times unless the course has been closed to the public. At all times support vehicles shall not impede the flow of traffic.

By my signature I hereby agree to all of the terms and conditions as stated above:

Event organizer signature)

Name of Event

CC: California Highway Patrol
Cal Fire / Napa County Fire
Napa County Sheriff's Department
Queen of the Valley Hospital
Special Events File