

ROCKLAND COUNTY HIGHWAY DEPARTMENT

APPLICATION FOR PERMIT TO USE/CLOSE A COUNTY ROAD

UNDER SECTION 104 OF THE HIGHWAY LAW

THIS IS A REQUEST FOR USE / CLOSE A COUNTY ROAD (check that apply)

Name of Event: _____

Date (s): _____ Time (s): _____ No. of Participants: _____

Type of Event (check all that apply):

Filming Parade or Procession Assemblage Festival Other _____

<u>Location</u> (Specify Highways by Street Name and/or Route Number)	<u>Municipality</u> (Towns, Villages)

Applicant Information:

Applicant (individual, organization, group)

Authorized Representative (if different from Applicant)

Mailing Address

Telephone Number (including area code)

City, State, Zip Code

Cell Phone Number (including area code)

Email Address

Email Address (if different from Applicant)

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The following supporting information shall be submitted at the time of application:

1. Event Map, Event Brochure, or/and Event Application Form (Whichever available/applicable)

2. Operation and Safety Plan (the applicant assumes all responsibility for the set-up, conduct and break-down of the event)

- Required Traffic Control Devices (e.g. temporary signs, cones, barricades, pavement markings, etc.) and Event Personnel (e.g. police officers, volunteers) for Event

- Detours (provide map of detour, show detour sign/police locations, etc.)

- Pre-Event Public Notification (describe type of notification (e.g. mailings, brochure, press release) being provided to the public)

- Coordination (describe coordination with local police/municipalities/emergency services/other entities)

- Emergency Services (describe how emergency services will be provided during the event for event participants and spectators)

- Spectator Control (indicate any special measures are being taken to control spectators)

- Event Support Vehicles (describe any vehicles used in the event)

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3. Insurance Certificates (must be in Applicant's name)

4. Application Fee (Please make check payable to Rockland County Commissioner of Finance)

- Full Day - \$500.00

- Half Day - \$250.00

No. of Days _____

Total Amount \$ _____

The following information shall be submitted prior to the event date (except filming permit application):

1. Municipal Approvals (The applicant shall provide proof of approval from each municipality – Town, Village – through which the event passes indicating that the Municipality has no objection to the event taking place. This proof of approvals may be in the form of a letter, permit, resolution, email, or other.)

Acknowledgement: On behalf of the Applicant, I hereby request a road use/close permit, and do acknowledge and agree to the responsibilities of applicant and obligations set forth in this permit and warrant compliance therewith. The attached documents are also made a part hereof and attached hereto.

Applicant's Representative's Signature

Date

Application Received By:

RCHD Representative's Signature

Date

Application Approved By:

RCHD Superintendent of Highways

Date

The Rockland County Highway Department reserves the right to have the applicant immediately removed from the roadway and traffic restored at any time deemed necessary by the Rockland County Highway Department and/or the local law enforcement agency at such time the said permit will become null and void. Failure to abide may result in trespassing and civil penalties.