



STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
AND PUBLIC FACILITIES

RECEIVED BY DOT&PF

**APPLICATION FOR
HIGHWAY EVENT PERMIT**

A list of requirements for the application is attached. Also attached are the applicable regulations and a list of mandatory (already checked) and event-specific conditions (some of which could be checked when the permit is issued) that will apply to the permit as DOT&PF determines appropriate to protect the public. A nonrefundable \$100 application fee must accompany this application if the event is anticipated to have 100 or more participants.



The State of Alaska, Department of Transportation and Public Facilities (DOT&PF) is pleased to announce the availability of online permitting for highway event permits.

You may apply online at www.dot.state.ak.us/permits.

Computer access is available at all public libraries and at the main offices of DOT&PF's regional offices.

If you choose to complete this paper application, please mail it to the appropriate address below and DOT&PF personnel will input the information for you.

Southeast Region	Central Region	Northern Region
<p>Mailing Address: AKDOT/PF ROW 6860 Glacier Hwy Mail Stop 2506 Juneau AK 99801-7909</p> <p>Voice: (907) 465-4540 or 1-800-575-4540 Fax: (907) 465-3506 TDD: (907) 465-4410</p> <p>Physical Address: AKDOT/PF ROW 6860 Glacier Hwy Juneau AK 99801-7909</p>	<p>Mailing Address: AKDOT/PF ROW P.O. Box 196900 Anchorage AK 99519-6900</p> <p>Voice: (907) 269-0700 or 1-800-770-5263 Fax: (907) 248-9456 TDD: (907) 269-0473</p> <p>Physical Address: AKDOT/PF ROW 4111 Aviation Drive Anchorage AK 99502-1058</p>	<p>Mailing Address: AKDOT/PF ROW 2301 Peger Road Mail Stop 2553 Fairbanks AK 99709-5316</p> <p>Voice: (907) 451-5400 or 1-800-475-2464 Fax: (907) 451-5411 TDD: (907) 451-2363</p> <p>Physical Address: AKDOT/PF ROW 2175 South University Ave., #2 Fairbanks AK 99709-4910</p>

Please Print or Type

Event Sponsor's Name and Complete Mailing Address		Phone:
Contact Person's Name and Complete Mailing Address	Phone:	
Contact Person's Email Address:	Fax:	
Business License # (<i>for businesses only</i>)	Phone:	
Event Location (Include all routes that will be affected by this event)		
Event Description		
Number of participants anticipated		
Event Start Date:	Event End Date:	
Schedule Description (Include start times, end times, days of the week, exceptions, etc.):		
For events with 100 or more participants -- Traffic Control will be provided by:		
Phone number for Traffic Control:		
Applicant's Certification		
I acknowledge that I am acting on behalf of the above-named organization with the full authority to do so. I further acknowledge and accept that the above-named organization and participants in the event shall comply will all the conditions that the Department of Transportation and Public Facilities includes as part of the permit.		
Signature _____	Date _____	

Attachments that must included as part of this application are:

REQUIRED FOR ALL HIGHWAY EVENT PERMIT APPLICATIONS:

- Course map detailing the route of the event.
- Documentation that the applicant has notified each state and municipal police agency that has jurisdiction over all or part of the area in which the event is to occur.

ADDITIONAL REQUIREMENT FOR HIGHWAY EVENTS WITH 100 OR MORE PARTICIPANTS:

- \$100 application fee (nonrefundable)
- Traffic Control Plan, prepared and implemented in accordance with the relevant provisions of the *Alaska Traffic Manual*, that considers the risks presented by the event to participants and the public, including the traveling public, and the steps that will be taken to protect the participants and the public from these risks (if traffic control is provided by someone other than a law enforcement agency).

REQUIRED IF APPLICABLE:

- If the highway right-of-way or highway facilities sought to be used lie within a municipality, documentation that the applicant has sought each permit or authorization, if any, that the municipality requires for the event.
- Brochures or instructions to participants.
- Letter of nonobjection from any impacted construction project.
- Written/verbal confirmation from a law enforcement agency stating that they will provide traffic control for the event.
- Copies of advertisement proofs.

NOTE: If a permit is issued, the Event Sponsor will be required, among other conditions, to provide \$1,000,000 Proof of Insurance (with the State of Alaska is named as an ADDITIONAL INSURED on the insurance certificate).

ADMINISTRATIVE CODE
Title 17 -- Chapter 20
Excerpts Relating to Highway Events Permits

17 AAC 20.015. HIGHWAY EVENT PERMITS. (a) A person who wishes to sponsor an event that requires the use of a highway right-of-way for a walk, run, bicycle tour or race, wheelchair tour or race, athletic contest, or other similar event may apply to the department for a highway event permit by submitting to the department a completed highway event permit application. Except for an event anticipated to have less than 100 participants under (d) of this section, the applicant shall submit the application to the department representative specified on the application together with a nonrefundable \$100 application fee. A person issued a highway event permit under this section need not seek any other department permit to use the highway right-of-way or highway facilities. An application must be completed and signed by the event sponsor and must include the following:

(1) a description of the event, including the proposed route, type of event, event schedule, and number of participants anticipated;

(2) a traffic control plan that considers the risks presented by the event to participants and the public, including the traveling public, and the steps that will be taken to protect event participants and the public from these risks;

(3) if the highway right-of-way or highway facilities sought to be used lie within a municipality, documentation that the applicant has sought each permit or authorization, if any, that the municipality requires for the event;

(4) documentation that the applicant has notified each state and municipal police agency that has jurisdiction over all or part of the area in which the event is to occur.

(b) The traffic control plan prepared under (a)(2) of this section shall be prepared and implemented in accordance with the relevant provisions of the Alaska Traffic Manual, adopted by reference in 17 AAC 20.950.

(c) Within 30 days after the date that the department receives a correctly completed application submitted under (a) of this section, the department will review the application and any concerns raised by a state or municipal police agency that has jurisdiction over all or part of the area where the event is to occur, and the department will send a written determination to the applicant informing that person whether the department will grant the request for a highway event permit. The department will grant the request if the department determines that the event as proposed will not pose an unreasonable risk to event participants or to public safety.

(d) If an applicant anticipates the event to have less than 100 participants, the applicant shall submit a completed highway event permit application to the department representative specified on the application. The department will not charge an application fee. The application must include the items required by (a)(1), (3) and (4) of this section. Within 30 days after the date that the department has received a correctly completed application, the department will review the application and send a written determination to the applicant informing that person whether the department will grant the request for a highway event permit. The department will grant the request if the department determines that the event as proposed will not pose an unreasonable risk to event participants or to public safety.

(e) An applicant aggrieved by the denial of a permit under (a) or (d) of this section or permit conditions imposed under (f) of this section may appeal under 17 AAC 85.

(f) The department may issue a highway event permit subject to conditions that the department considers to be in the state's best interest or to be necessary to protect the traveling public, including the following:

(1) the applicant must erect upon the highway temporary barriers of a type and at locations that the department considers will best protect the public;

(2) the applicant must post signs, warning devices, or notices of the event; those signs, warning devices, or notices must be of a type, and must be placed at locations that the department considers will best protect the public;

(3) the applicant must post signs for the direction of traffic; those signs must be of a type, and must be placed at locations that the department considers will best protect the public;

(4) the applicant must assign a flagger as the department considers necessary to warn, detour, or direct traffic on the highway;

- (5) the applicant must take any additional steps that the department considers necessary to maximize safety for event participants and the traveling public while minimizing delay to the traveling public;
- (6) the applicant must agree to provide, consistent with state law, proof of insurance in a form and amount acceptable to the department to provide indemnification as described in (7) of this subsection, with the state and its officers, agents, and employees listed as additional insureds;
- (7) the applicant must agree to indemnify and hold harmless, consistent with state law, the state and its officers, agents, and employees for any third-party claims arising from the event;
- (8) the applicant must agree, consistent with state law, to waive any claims it may have against the state and its officers, agents, and employees arising from the event.
- (g) The department may negotiate an agreement with a municipality, regarding the issuance of highway event permits under this section, that allows the municipality to issue highway event permits that include state highways, if the permits the municipality issues are in substantial compliance with this section, and require a permittee to agree, consistent with state law, to indemnify, defend, and hold harmless the state and the state's officers, agents, and employees for any claims that arise from the event occurring under the permit.

HIGHWAY EVENT CONDITIONS
APPLICABLE TO THIS PERMIT IF THERE IS AN “X” IN THE “REQUIRED” COLUMN
AT THE TIME THE PERMIT IS PREPARED FOR YOUR SIGNATURE

Required	Name	Paragraph
X	Revocation	This permit is not a property right but a temporary authorization, revocable by the State.
X	Hold Harmless	Permittee shall indemnify, defend and hold harmless the State, and its officers, employees, and contractors, from any and all claims or actions resulting from injury, death, loss, or damage sustained by any person or personal property resulting directly or indirectly from Permittee’s use of or activities in the permitted area.
X	Waiver of Claims	Permittee shall waive any claims it may have against the State and its officers, agents, and employees arising from the event.
X	Insurance	Provide, consistent with State law, proof of insurance in the amount of \$1,000,000 in a form acceptable to the Department to provide indemnification as described above, with the State and its officers, agents, and employees listed as additional insureds.
X	Highway Interference	If your use interferes with the public’s safety and/or use of facilities within state owned right of way, except as allowed on an approved traffic control plan, you shall adjust, relocate, or terminate the event without cost or liability to the state.
X	Permit on Site	A copy of this permit must be on site. If any of the conditions of this permit are violated, the State reserves the right to require the removal of all activities from the area.
X	Emergency Vehicle Access	PROVIDE EMERGENCY VEHICLE ACCESS AT ALL TIMES.
X	Laws and Devices	Event participants shall obey all traffic laws and traffic control devices.
X	Parked Vehicles	Parked vehicles are not allowed on pathways, sidewalks or any other area designated for pedestrian use.
X	Spectator Location	Parking of vehicles or spectators congregating on the shoulder of the highway is not permitted. Vehicle parking and spectators shall be at least 30 feet off the traveled surface of the highway.
X	Construction Project Coordination	Obtain a letter of non-objection from the Contractor when your event crosses or parallels an active construction project. A list of active construction projects is at http://www.
X	Clean Up	Clean up litter or debris in staging areas, rest stops, and parking areas generated as a result of this permit and along event corridor. Permittee shall be held liable for any and all costs incurred by the State to dispose of or clean up the permitted area.
	Temporary Barriers	Erect upon the highway temporary barriers of a type and at locations that the Department considers will best protect the public.
	Posting of Signs, Warning Devices, Notices	Post signs, warning devices, or notices of the event of a type, and at locations that the Department considers will best protect the public.
	Posting of Signs for Direction of Traffic	Post signs for the direction of traffic of a type, and at locations that the Department considers will best protect the public.
	Flaggers	Assign one or more flaggers, as the Department considers necessary, to warn, detour, or direct traffic on the highway.
	Maximizing Safety/Additional Steps	Take any additional steps that the Department considers necessary to maximize safety for event participants and the traveling public while minimizing delay to the traveling public.
	Start/Finish Line Shoulder	Start and finish lines must be located on the highway shoulder.

Required	Name	Paragraph
	Information People	Station information people wearing orange vests at each point of road closure. They shall inform motorists of the event, its sponsor, and expected delays. They cannot flag traffic and have no authority to stop or slow traffic. Signs may be used instead of information people. Signs shall be posted at the road closure locations and show the name, hours, event date, sponsor, and contact phone number. The signs shall be readable to motorists from within their vehicles while stopped at the point of the road closure.
	Participant Identification	A numbered bib or other similar identifier shall identify participants.
	Sidewalk Use	Use the sidewalk for your event, shared with the general public.
	Pathway Use	Use the pathway for your event, shared with the general public.
	Bike- Two Abreast	Bicyclists may not ride more than two abreast. They shall stay in the farthest right lane and use the shoulder of the roadway where possible.
	Bike- Audible Signal	Bicyclists shall give an audible signal before overtaking and passing a pedestrian, and yield right-of-way to any pedestrian.
	Bike- Hand Signal	Bicyclists intending to turn left must give a signal by hand and arm continuously during the last 100 feet traveled unless the hand is needed for control. When stopped to await an opportunity to turn, a hand and arm signal must be given continuously by the bicyclist.
	Bike- Nighttime	Equip all bikes with front and rear strobe lights and all riders with reflective vests if race is held during hours of darkness.
	Run- Nighttime	Equip all runners with reflective vests if race is held during hours of darkness.
	Support Vehicle Location	Operate pilot cars and support vehicles with emergency flashers on. They shall travel as far to the right as possible.
	Last Pilot Car Identification	Mount a special sign on the rear of the last pilot car notifying the public of your event. The sign's legend shall be 6" black capital letters on an orange background. Do not obscure the pilot car's taillights.
	Wheelchair- Pilot Car	Provide front and rear pilot cars, as well as trailing pilot cars for each participant. Pilot cars shall be an automobile, pickup, van, or motor home-recreational vehicle, with the name of your event prominently displayed. Equip front and rear pilot cars with two-way radios. Equip all pilot cars with a rotating, flashing, yellow beacon, which is visible at 500 feet during daylight.
	Police Road Closure Notice	Provide a public notice when your event requires a complete road closure. Public notice shall consist of a one-sixteenth-page advertisement in the local newspaper. Run the ad starting one day prior to the closure and for the duration. Ad preference shall be for the local news section, and shall exclude the classified section. The ad shall include: event name, a map, traffic routing information, effective dates, and your name and telephone number. The telephone number may be to a prerecorded message with current roadway status.
	Race Officials	Only race officials shall be permitted at the start and finish lines and they shall wear orange safety vests.