



STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION  
AND PUBLIC FACILITIES

PERMIT NO. \_\_\_\_\_

**HIGHWAY EVENT PERMIT**

**This permit allows the Permittee to hold an event within a State-owned highway right-of-way, in accordance with the conditions listed in this permit. A list of the documents that are made part of this permit is attached.**

Permittee (Event Sponsor):

Mailing Address:

Contact Name:

E-mail Address:

Phone:

Fax:

Event Location (includes all routes which will be affected by this event):

Number of participants:

Event Description:

**For an event with 100 or more participants, Traffic Control Provided by:**

Phone:

Event Start Date:

Event End Date:

Schedule Description (includes start times, end times, days of the week, exceptions, etc.):

**PERMIT ATTACHMENTS**

**REQUIRED FOR ALL HEPS:**

- Course map detailing the route of the event.
- \$1,000,000 Proof of Insurance (with the State of Alaska is named as an ADDITIONAL INSURED on the insurance certificate).
- If the highway right-of-way or highway facilities sought to be used lie within a municipality, documentation that the permittee has sought each permit or authorization, if any, that the municipality requires for the event.
- Documentation that the permittee 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.
- Any additional conditions required by DOT&PF on the attached list.

**ADDITIONAL REQUIREMENT FOR HEPS WITH 100 OR MORE PARTICIPANTS:**

- 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:**

- 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.

I, \_\_\_\_\_, acknowledge that I am acting on behalf of the above-named organization that is the Permittee/Event Sponsor for the event covered by this permit, and that I have the full authority to do so. I further acknowledge and accept that the Permittee/Event Sponsor and participants in the event shall comply will all the conditions that the Department of Transportation and Public Facilities has included in issuing this permit.

\_\_\_\_\_  
Signature (for Permittee/Event Sponsor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
DOT&PF Signature

\_\_\_\_\_  
Date

**Please mail or take your application to:**

<p><b>Southeast Region Mailing Address:</b></p> <p>DOT&amp;PF ROW 6860 Glacier Hwy 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><b>Central Region Mailing Address:</b></p> <p>DOT&amp;PF ROW PO 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><b>Northern Region Mailing Address:</b></p> <p>DOT&amp;PF ROW 2301 Peger Road 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><b>Southeast Region Physical Address:</b></p> <p>DOT&amp;PF ROW 6860 Glacier Hwy Juneau AK 99801-7909</p>	<p><b>Central Region Physical Address:</b></p> <p>DOT&amp;PF ROW 4111 Aviation Drive Anchorage AK 99502-1058</p>	<p><b>Northern Region Physical Address:</b></p> <p>DOT&amp;PF ROW 2720 Picket Place Fairbanks AK 99709</p>

**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 <a href="http://www.">http://www.</a>
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.