



ENC No.: \_\_\_\_\_

APPLICANT INFORMATION:

Organization: \_\_\_\_\_ Tele (24-hrs): \_\_\_\_\_

TAX ID Number: \_\_\_\_\_ Nonprofit: [ ] Yes [ ] No

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, the above signed applicant, do hereby certify that the information provided on the Encroachment (Special Event) Permit Application is true, accurate, and to the best of my knowledge. I also, by signing this Application do hereby agree to abide with the Agreement Clause stated below.

EVENT INFORMATION:

Event Name: \_\_\_\_\_

Event Description: \_\_\_\_\_

Date: \_\_\_\_\_ Event Time (in Right-of-Way): \_\_\_\_\_

Event Location/Route: \_\_\_\_\_

Road Closure: [ ] Yes [ ] No If Yes, where: \_\_\_\_\_

Numbers of Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_ Volunteers: \_\_\_\_\_

Event Activities in County Right-of-Way (check all that apply) Do not check if located on private property.

- Traffic Control: [ ] Cones/Barricades [ ] Flaggers [ ] Pavement Markings [ ] Signs
Encroachment: [ ] Aid Stations [ ] Alcohol Sales [ ] Restrooms [ ] Vendors
Others: [ ] Ambulance [ ] Cal Fire [ ] CHP [ ] Sheriff
[ ] Parking [ ] Spectators [ ] Volunteers [ ] \_\_\_\_\_

Rules of the Road Event: [ ] Yes [ ] No Participant Fee: [ ] Yes [ ] No Participant Waiver: [ ] Yes [ ] No

Pre-Event Advertising: [ ] Yes [ ] No If Yes, type/where/when: \_\_\_\_\_

Has CHP been contacted? [ ] Yes [ ] No Is CHP traffic control required? [ ] Yes [ ] No

Agreement Clause:

- The applicant agrees and accepts that the work will be conducted in accordance with the Encroachment Permit Conditions, the (County) Public Improvement Standards, the Streets and Highways Code, State Vehicle Code, and these attached Provisions.
The permittee shall defend, indemnify and save harmless the County of San Luis Obispo, its officers, agents and employees from any and all claims, demands, damages, costs, expenses, or liability that relate in any way to this permit, including, but not limited to, any act or omission on the part of the permittee, or of agents, employees, or independent contractors directly responsible to the permittee; including, but not limited to, any defects, flaws or errors in the design or performance of any work under this permit, providing further that the foregoing shall apply to any acts, or omissions to act, committed jointly or concurrently by the permittee, the permittee's agents, employees or independent contractors, and the County, its agents, employees or independent contractors. Nothing contained in the foregoing indemnity provisions shall be construed to require the permittee to indemnify the County against any responsibility or liability in contravention of Section 2782 of the Civil Code.]



**GUIDELINES FOR SPECIAL EVENT PERMIT CONDITIONS AND SUBMITTALS**  
(due prior to permit issuance) revised 9.21.2023

CONDITION / SUBMITTAL	REQUIRED? YES	NO/ MISC	NOTES
A. PERMIT REQUIRED	If any traffic control, route markings, road/lane closures, pre-event advertising, participant fee, or event activities in ROW.	No impacts to free flow traffic and no encroachments in the County ROW.	
B. APPLICATION FEE	If participant fee, vendors may not be exempt per Title 13.08.055. General Encroachment Permit fee. (See Fee List on website)	Title 13.08.055 (i.e., non-profits)	If a permit fee is required, it must be paid prior to the issuance of any permit. Fee is payable online or over the phone.
C. CHECKING AND INSPECTION AGREEMENT	Events with multiple road closures where staff review are expected to exceed fees. Agreement allows for applicant to be billed at time and materials (T&M).	Most Events - per the discretion of Public Works and complexity of event request.	If required, must be executed at least 60 days prior to event.
D. TRAFFIC CONTROL PLAN	Required for all special events (See Traffic Control Plan Guidelines & Examples.pdf on website)	N/A	Traffic Control Plan (TCP) required with application (must be legible and ideally created by a licensed traffic management company). Please note TCP must be approved by SLO County prior to any permit issuance.
E. CHP REVIEW AND AGREEMENT FOR SERVICES	CHP must be notified of all special events. Each CHP office has different requirements. If CHP will be providing traffic control, applicant must enter into an agreement w/CHP.	N/A	If CHP will be providing traffic control, the fully executed agreement (or confirmation from CHP) must be on file prior to issuance of permit.
F. INSURANCE POLICY	Required for all special events. \$1M-\$2M per occurrence general liability for most events; up to \$5M per occurrence for large events. Check with the Department staff for requirements (based on duration, # of participants/spectators, alcohol sales, etc.)	N/A	Applicant must name County of San Luis Obispo and CHP as additional insured. A copy of the certificate of liability and endorsement (one for each entity) must be on file prior to issuance of any permit. Umbrella policies are not accepted in lieu of general liability requirements.

G. PARTICIPANT WAIVER/RELEASE AND HOLD HARMLESS AGREEMENT	Most events. At a minimum, waivers must “indemnify the County of San Luis Obispo from any and all liability for any and all loss(es), damage(s), and any and all claims...in connection with participation in the event” Additional language may be required when participants are adjacent to traffic.	N/A	Waivers may be requested, reviewed, and approved by County Counsel prior issuance of an event permit. County may request originals. Contact the Department for waiver boilerplates.
H. DAMAGE DEPOSIT	If ancillary facilities (Restrooms, Staging, Stations, Vendors) in the ROW. \$500 most events; \$1000 large events.	If no ancillary facilities in ROW.	If required, deposit is payable to Public Works upon issuance of permit. If permit conditions are met, bond will be returned four (4) weeks after event.
I. CALTRANS / CITY PERMITS	If required by jurisdiction(s), based on event location.	If event is solely on SLO County maintained roads.	The permittee is responsible for obtaining additional permits or approvals that may be required.
J. PUBLIC OUTREACH	Typical for most Events. County may require the following (this is required for all road closures): Letter to residents/ businesses. Pre-event signage, Press release. *All events must contact and notify emergency services well in advance of event date.	N/A	At a minimum, applicant must notify emergency services and community organizations 14-30 days prior to event. County may require review of press release and/or letters prior to issuance of permit. Changeable message signs or other pre-notification signs may be required.
K. ADVISORY BOARD	Public Works recommends contacting local advisory boards to discuss event details and potential impacts on those communities.	N/A	Applicant should inform local boards/ groups of details (i.e., location, time, dates, etc.) and any other applicable information prior to the application submittal.
L. PARADE EVENTS	Per State stormwater requirements: permittee is responsible for covering all storm drainage inlets with secured fabric along the parade/ event route. At the events conclusion all roads, sidewalks and gutters are to be free of litter/ trash and restored to their previous condition. *See note – litter removal. Lastly, all secured coverings to be removed, disposed of appropriately.	Applicable to parade events where litter can enter storm drains and drainage inlets due to crowds gathered along parade routes, but can also be required of special events that include street fairs, car and motorcycle shows, large gatherings on closed roads, etc.	Applicant/ permittee/ event organizer is solely responsible for the cost and installation of fabric covers. <u>Litter removal</u> can be done with push brooms, handheld or mechanical blowers, etc., and needs to be completed prior to secured fabric coverings being removed. Pre/ post event site inspections may occur to document any infractions.