



EVENTS IN THE RIGHT-OF-WAY (ROW) APPLICATION

Please check all that apply to your event:

- My event is timed, or prizes are awarded to the top finishers
- My event is not timed, and prizes are not awarded to the top finishers, and it is a run or walk event with 500 or more participants
- My event is not timed, and prizes are not awarded to the top finishers, and it is a cycling event with 50 or more participants
- My event could require street or intersection closures
- My event could significantly interfere with or obstruct the safe and orderly movement of vehicular or pedestrian traffic contiguous to the event site or event route
- My event will take place on City property or within public streets, trails or sidewalks and could require the use of city services, such as city personnel, city utilities, public safety personnel, use of city traffic controls and devices, sanitary facilities, solid waste disposal facilities, clean up and restoration of city property

If any of the above apply to your event, an Events in the R-O-W Permit is required. Please complete the rest of the application. If none of the above applies to your event, please call the City Clerk's Office at (651) 675-5034.

General Event Information					
Event Name:					
Name of Event Coordinator:				Home Phone:	
				Work Phone:	
Name of Organization/Business Hosting Event:				Cell Phone:	
				Email:	
Mailing Address:				Website:	
On Site Contact Name:			On Site Contact Cell Phone:		
Type of Event (mark all that apply): <input type="checkbox"/> Bike Ride <input type="checkbox"/> Race <input type="checkbox"/> Run <input type="checkbox"/> Walk <input type="checkbox"/> Other:					
Date(s) Requested:					
Date	Day of Week	Set-up at:	TIME	Take down by:	Total Hours
			am/pm to	am/pm	
			am/pm to	am/pm	
			am/pm to	am/pm	
Is this event: <input type="checkbox"/> Open to the public <input type="checkbox"/> Private			Will this be an annual event? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Has this event been held in another City? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, when was it held and where? _____					
Will an admission fee be charged? <input type="checkbox"/> Yes \$ _____ <input type="checkbox"/> No			Will donations be accepted? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Anticipated Attendance: Total _____ Per Day _____					
Number of Portable Toilets: _____			Number of ADA Accessible Portable Toilets _____		
Will there be a tent(s) at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, how many, and how big? _____		

Event Location Information

Location of the event (including the starting line, finish line and staging/disbanding areas):

List of any City parks/facilities to be used for the event:

Have the parks/facilities been reserved?

Yes No Not applicable

Number of vehicles expected at the event:

Describe where participants will park:

If the event will take place on private property, has approval been obtained from the property owner(s)?

Yes No

Please include a site plan for the event location that show the location of the starting line, finishing line, staging areas, tents, portable toilets, vendors, parking areas, sound amplification equipment and any other areas that will be setup as part of the event.

Event Route Information

Does the event propose to require the use of any public right-of-way (crossing or traveling within)?

Yes No

List all public right-of-way that will be used during the event:

City streets _____

Trails/sidewalks _____

County roads _____

State road _____

Other right-of-way _____

Have you received approval for the use of any County or State right-of-way? Yes No Not applicable

Does the route require the closing or partial closing of any streets, intersections, or crossings? Yes No

The City of Eagan reserves the right to require street closings

If yes, please describe: _____

Please include a detailed map showing the proposed route. The route map must show what roadways, trails and sidewalks will be used and the direction the participants will travel. All street names must be clearly labeled.

Will a traffic control supplier be hired for the event? Yes* No *If yes, please provide the following:

Name of traffic control supplier: _____

Address: _____

Contact Person: _____ Telephone: _____

Please include a detailed traffic management plan showing the placement of all traffic control devices and the location and number of all traffic control personnel.

Event Safety Information

Number of volunteers assisting with the event: _____

Do you have a contingency plan if volunteers don't show up? Yes No

If yes, please summarize: _____

Is the promoter aware of any problems that may arise during the event? Yes No

If yes, please summarize: _____

Have arrangements been made for emergency medical services? Yes No

If yes, please summarize: _____

Will there be a bonfire? Yes* No

*If yes, a Burn Permit is required

Will there be a fireworks display? Yes* No

*If yes, a Fireworks Permit is required

Will alcohol be served or sold at the event? Yes* No *If yes, a Temporary Beer or Liquor License Permit is required

Will the event include the sale of any products or services? Yes* No *If yes, a Vendor Permit is required

Will the event include the sale of any food or beverages? Yes* No

*If yes, Vendor and Health Department Permits are required

Event Signage and Sound Information

Please include a route map detailing where all DIRECTIONAL signage will be placed for the event.

Please include a map detailing where all signs ADVERTISING the event will be placed. A Sign Permit may be required.

Will any sound amplification equipment be used at the event? Yes* No

*If yes, please describe where in the event area the equipment will be used and what time the equipment will be used:

Insurance Information

Insurance coverage shall be maintained for the duration of the event with a minimum \$1,000,000.00 combined single limit and a minimum \$2,000,000.00 aggregate limit. If food or non-alcoholic beverages are sold or provided at the event the insurance policy shall also include an endorsement for product liability in an amount not less than \$1,000,000.00. Proof of insurance coverage must be provided at least 5 days prior to the event.

Application Checklist:

- I have fully completed the application form.
- I have included a site plan for the event location that show the location of the starting line, finishing line, staging areas, tents, portable toilets, vendors, parking areas, sound amplification equipment and any other areas that will be setup as part of the event.
- I have included a detailed map showing the proposed route. The route map must show what roadways, trails and sidewalks will be used and the direction the participants will travel.
- I have included a detailed traffic management plan showing the placement of all traffic control devices and the location and number of all traffic control personnel.
- I have included a route map detailing where all DIRECTIONAL signage will be placed for the event.
- I have included a map detailing where all signs ADVERTISING the event will be placed.
- I have included on my map the locations where recycling will be available. Recycling is required per Dakota County Ordinance 110, 16.05. A designated list of recyclables must be collected at all events, including paper and cardboard, cartons, glass bottles and jars, metal cans, and plastic labeled #1, #2 and #5
 - ✓ Recycling containers must be clearly labeled and located within 10 feet of each trash receptacle
 - ✓ Event employee, volunteers, and custodial contractors must adhere to Dakota County requirement
- I have signed and dated the application form on behalf of the organization hosting the event.
- I have enclosed the non-refundable special event permit application fee (\$150 for an existing route or \$250 for a new route).

I have read and agree to all ordinances and rules associated with this special event permit. I certify that I have read the above questions and that the answers are true and correct to the best of my knowledge.

Signature

Date

You may subscribe to receive an electronic notification from the City of proposed ordinances by signing up for an email update on the City's website at www.cityofeagan.com/subscribe.