



This checklist is designed to help applicants complete the minimum statutory and rule-based requirements for a UDOT special event permit. By carefully following these requirements the applicant can significantly reduce the amount of time, and the level of effort, that is required to complete the permit application process. ***This checklist must be completed and submitted as a required document at the time of application.***

UDOT’s goal is to help preserve the safety and mobility of the traveling public before, during, and after all special events. This includes ensuring reasonable precautions are taken to help minimize any inherent risks that develop when activities occur within, or in close proximity to, established vehicle travel lanes. Special events facilitate a broad number of well-known socioeconomic benefits for the citizens of this great State. Those benefits must be carefully balanced to ensure the capacity of state highways are not unreasonably disrupted.

The pre-application requirements section below outlines what an applicant will need to assemble before submitting an application through the Online Permit System. The second page identifies possible additional criteria and post-permit issuance best practices for ensuring the permitted special event is conducted in a responsible manner from beginning to end, and that it does not trigger avoidable penalty provisions as outlined in UAC R920-4-5.

A carefully planned, thoroughly prepared, and safely executed special event is a successful event. With all of this in mind, please apply best efforts to strictly adhere to the minimum requirements contained herein. If there is an opportunity to exceed these minimum requirements (especially where safety is concerned) please do not hesitate to do so. ***Applications submitted without meeting these minimum checklist requirements will be rejected.***

### R920-4 PRE-APPLICATION REQUIREMENTS

		<b>CERTIFICATE OF LIABILITY INSURANCE COVERAGE*</b>								
1.		The name of the insured and the name of the permit applicant must be identical.								
2.		“The State of Utah, the Department (UDOT) and its Employees” is named as the additional insured.								
3.		Minimum coverage = \$1,000,000 per occurrence and \$3,000,000 in aggregate.								
4.		Policy must be in effect prior to the event start date and must run through the completion date of the event.								
5.		A PDF copy of the above form is ready and available to upload into the Online Permit System.								
<b>WAIVER AND RELEASE OF DAMAGES FORM*</b>										
6.		The applicant has completed and signed the form that is available at this <a href="#">link</a> .								
7.		A PDF copy of the completed and signed form is ready and available to upload into the Online Permit System.								
8.		The applicant agrees to ensure all event participants complete this form prior to participating in the event, and that the applicant agrees to carefully retain complete copies of all “participant completed” forms for at least 12 months as required by UAC R920-4-9(4).								
<b>INDEMNIFICATION FORM*</b>										
9.		The applicant has completed and signed the form that is available at this <a href="#">link</a> .								
10.		A PDF copy of the completed and signed form is ready and available to upload into the Online Permit System.								
11.		The applicant agrees to ensure all event participants complete this form prior to participating in the event, and that the applicant agrees to carefully retain complete copies of all “participant completed” forms for at least 12 months as required by UAC R920-4-9(4).								
<b>ROUTE IDENTIFICATION MAP</b>										
12.		<p>A detailed aerial orientation map illustrating the following features is ready and available in PDF format to upload into the Online Permit System:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. The proposed course and direction(s) of travel</td> <td style="width: 50%;">E. Restroom facilities</td> </tr> <tr> <td>B. Parking areas</td> <td>F. Litter disposal areas</td> </tr> <tr> <td>C. Staging areas</td> <td>G. Rest areas</td> </tr> <tr> <td>D. Water stations</td> <td></td> </tr> </table> <p>Note: Items B through G must be located on private property outside of the right-of-way. The applicant is responsible for obtaining appropriate permission to locate these facilities on private property.</p>	A. The proposed course and direction(s) of travel	E. Restroom facilities	B. Parking areas	F. Litter disposal areas	C. Staging areas	G. Rest areas	D. Water stations	
A. The proposed course and direction(s) of travel	E. Restroom facilities									
B. Parking areas	F. Litter disposal areas									
C. Staging areas	G. Rest areas									
D. Water stations										
<b>TRAFFIC CONTROL PLAN &amp; LAW ENFORCEMENT SERVICES CONFIRMATION LETTER</b>										
13.		A professional traffic control plan (TCP) meeting all of the requirements as specified in R920-4-10 is ready and available in PDF format to upload into the Online Permit System. The TCP must have a 24/7 emergency contact name and phone number prominently displayed on p.1.								
14.		If law enforcement personnel are required to aid in facilitating the traffic control plan a copy of the letter confirming the participation from the designated law enforcement agency is complete and available in PDF format to upload into the Online Permit System. The letter must contain the name and phone number for the officer in charge and any emergency contact information (if different).								

*\*UAC R920-4 Waives certain requirements, specifically marked with three (3) asterisks in this document above, for qualified First Amendment (free-speech) assemblies. Such established waivers do not apply to permit fees and applicants must still conform to all other applicable administrative rule requirements.*

## POSSIBLE ADDITIONAL PERMIT REQUIREMENTS

### TRAFFIC IMPACT STUDY

- |     |  |  |
|-----|--|--|
| 15. |  | Per UAC R920-4-10 (1): In certain circumstances, the Region Traffic Engineer may require the applicant to secure a Traffic Impact Study (TIS) from a qualified traffic engineer firm listed within the Department's pool of certified traffic data providers (see p.35 of <a href="#">this document</a> for the list of certified traffic providers). If a TIS is required as part of the application process the Region Permitting Operations Office will notify the applicant and add the document as a required document within the Online Permit System. |
|-----|--|--|

### PUBLIC NOTIFICATION REQUIREMENTS

- |     |  |   |
|-----|--|---|
| 16. |  | UAC R920-4-11 outlines pre-event public notification requirements. The proposed size, scale, scope, location, time, duration, and a number of other factors are considered when determining the public notification requirements for a specific special event permit. The Region Permitting Operations Office will aid each applicant in identifying the minimum public notification requirements that must be met prior to permit issuance. This may include, but is not limited to, the installation of multiple variable message signs well in advance of the proposed event date as determined by the Region Permitting Operations Office. All such public notification signage (if required) must remain completely devoid of any event-related advertising and the advertising of any private products or services (no exceptions). |
|-----|--|---|

### THIRD-PARTY PERMITS OR APPROVALS

- |     |  |   |
|-----|--|---|
| 17. |  | UAC R920-4-13 requires the applicant to procure any additional permit (or approval) that may be required by a city, county, or other governmental agency. UDOT approval does not imply that permits required by other agencies are also approved. |
|-----|--|---|

## ADDITIONAL CRITICAL APPLICANT RESPONSIBILITIES

### CONTINGENCY (EMERGENCY) PLAN DEVELOPMENT & DISSEMINATION

- |     |  |   |
|-----|--|---|
| 18. |  | UAC R920-4-12 outlines the applicant's responsibilities in regards to developing contingency (emergency) plans, and the means by which those plans and any permit-specific terms, conditions, and limitations associated with the permit will be effectively communicated to all event participants. The requirements in this section are critical, because the contingency plan identifies what will happen in the event of an emergency. It is also important, because applicants and event organizers that DO NOT exercise reasonable care in ensuring event participants are effectively following all permit terms, conditions, and limitations are placing the issuance of future special event permits in jeopardy of a two-year restriction for non-compliance with UAC R920-4-5. |
|-----|--|---|

## EVENT OPERATIONS & COMPLETION REQUIREMENTS

### EVENT START, STOP, OR DELAY CALL-IN NOTIFICATIONS

- |     |  |  |
|-----|--|--|
| 19. |  | The permittee is required to notify the Department's Region Permitting Operations Office when the permitted special event begins, when it concludes, and when there is any delay. This contact information is maintained and continuously available here at this web address: <a href="http://www.udot.utah.gov/go/PermitsContact">www.udot.utah.gov/go/PermitsContact</a> . The appropriate contact information is also available on the automated email that is generated by the Online Permit System when a permit is approved. |
|-----|--|--|

### TIME SPAN & EVENT DURATION CONSIDERATIONS

- |     |  |   |
|-----|--|---|
| 20. |  | All special event permits are issued with an expressed beginning and end time printed on the permit. It is important for applicants and event organizers to honor these agreed upon beginning and ending times. All event choreography from event setup and staging to event completion and teardown must be fully completed within the specified time-frame. Event participants should also be aware of the time when an event has officially concluded. |
|-----|--|---|

### LIMITING & MINIMIZING HIGHWAY IMPACTS

- |     |  |   |
|-----|--|---|
| 21. |  | Special events that involve staggered or extended start times need to be compressed to specifically limit and minimize the amount of time traffic lane restrictions are required to be imposed. In almost every case, the smaller the disruption to the traveling public the better. Simply making up event choreography and scheduling activities as they spontaneously unfold, without deliberate advanced planning, is unacceptable. Such a lackadaisical approach unfairly and unnecessarily inconveniences the traveling public. It also discourages broader community-level support and can serve to limit the overall volume of permits issued in a particular area. In short, it is bad for business, so it is imperative for all events to be well-planned, well-organized, and well-executed. |
|-----|--|---|

### TRAFFIC CONTROL PLAN CONFORMITY & MAINTENANCE

- |     |  |  |
|-----|--|--|
| 22. |  | The traffic control plan approved at the time of permit issuance cannot be deviated from without prior written approval from the Department. The only exception is where exigent circumstances may develop and qualified law enforcement personnel are directing a deviation. Any other deviation may be considered a violation of UAC R920-4-5 and is grounds for future permit denials. In addition, traffic control devices must be routinely inspected at regular intervals from the time they are placed into position on the state highway until they are completely removed from the state highway. The recommendation is for all traffic control to be inspected a minimum of four times per 24 hours of deployment, including night time hours. |
|-----|--|--|

By checking the boxes above I certify and acknowledge that I have read the required checklist, I will adhere to all of the applicable permitting conditions, and that I understand failing to follow all permitting conditions may result in permit denial and/or revocation (including future permits).

<b>Applicant Name:</b>		<b>Date:</b>	
------------------------	--	--------------	--