

## SPECIAL PROVISION FOR SPECIAL EVENT ON STATE HIGHWAYS

Information provided by CALTRANS Encroachment Permits Office, District 5



Caltrans has the responsibility and obligation to evaluate and determine if a special event may be safely conducted with as little burden to the traveling public. Special events are allowable under encroachment permit issued by Caltrans, it is not a right or obligation for your event to take place on State highways. If your event crosses, travels on, or affects State highways then you are required to apply for and obtain an encroachment permit before your event takes place. Caltrans' authority to issue encroachment permits for special events on State highways is given in Streets and Highways Code Section 124, 670, and 682.5. Special events in State right of way may only be conducted for non-profit organizations, by law.

**For first time permitted events on State highways, you should anticipate 4 months until you may receive a permit;** Have an alternate route in mind before you apply. For repeat permitted special events on the same route with no changes to previously approved Traffic Control Plans, you can anticipate a 2 month permit process. Caltrans response times and permitability will depend on the quality of the information received about your event. State catastrophes and executive orders may hinder response time.

When you apply for a Caltrans encroachment permit, the following documents are required to be submitted in your application package (items 1-4 are required to begin the application process, items 5-8 must be submitted and reviewed before the permit will be issued.):

1. **Completed Encroachment Permit Application** (Form TR-0100), signed by the non-profit organization, must include wet signature in field no. 28.
  2. **A deposit via check** for \$492 minimum deposit made out to Caltrans, unless you are a government agency or institution (no deposit necessary).
  3. **Event information and description including maps and cut sheets highlighting the crossings or connections of all impacts to the Caltrans highway network including street overcrossings, undercrossings, on-ramps and off-ramps.** See further information below.
  4. **Detour plan or traffic control plan** by a California Registered Civil Engineer, as needed.
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5. **Non-profit status statement (IRS 501C.3)**
  6. **Resolution of support** from local (City, County, State, and/or State Parks) political representative for event and associated use of detour or traffic control prescribed by Caltrans and local agencies.
  7. **Contract with California Highway Patrol or local law enforcement,** California Highway Patrol preferred
  8. **A certificate of liability insurance** with an **Additional Insured Endorsement** both naming the State of California and its officers and employees as additional insured. The certificate shall be in an amount that is based the level of risk associated with the Event categorized as low, medium or high. Please see Section 514.7 of the Encroachment Permits Manual  
[http://dot.ca.gov/hq/traffops/developserv/permits/pdf/manual/Chapter\\_5.pdf](http://dot.ca.gov/hq/traffops/developserv/permits/pdf/manual/Chapter_5.pdf) to determine the coverage amounts necessary for dual or single limit, covering both bodily injury per person and per occurrence, and property damage per person and aggregate.

**More information on what to submit for Event Information and Course Maps:**

- City streets may actually be State Routes within Caltrans' highway system, to verify if so, open up the location in [www.maps.google.com](http://www.maps.google.com) and zoom out, if the street then becomes a highway number such as SR-183 that is Main Street in Castroville, then that is within the Caltrans highway network and will need to be identified on the cut sheets and course map. Is your event crossing multiple counties and cities?, identify all CT routes affected.
- Indicate where the event will enter and exit the Caltrans highway network, by identifying the cross streets and highlighting the route and cut sheet. Provide 6 sets of folded plans
- Have public transit agencies been notified of the event if it might affect transit operations or schedules? Have arrangements been made for passage of these vehicles through or around an event? How are you addressing restroom needs for the event? If so, where are they being placed?
- Is there a staging area for event participants, vendors, and audience, and is there the potential for traffic operational problems at the staging area?
- Has the applicant made arrangements for emergency services for participants if needed? Is it necessary to notify emergency services such as police and fire departments?
- Has the applicant established clear rules for event participants and have these been communicated to the participants?
- Have you inspected and evaluated the route to identify suitability for your event?
- Are sweep vehicles needed to pick up any stragglers at the end of the event?
- Are there any restrictions such as no bicycles, no skates, or other wheeled contrivances?
- Are there any restrictions on the age and physical condition of the participants?
- Is this a racing event where participants are competing for placement and time?
- Who will clean up and take down traffic control?

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[www.dot.ca.gov/doingbusiness.htm](http://www.dot.ca.gov/doingbusiness.htm)

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