

**ENCROACHMENT PERMIT APPLICATION CHECK LIST - SPECIAL EVENTS**

TR-0410 (REV 01/2020)

NAME OF APPLICANT OR ORGANIZATION

TRACKING NUMBER

DISTRICT / COUNTY / ROUTE / POSTMILE

**Applicants and their authorized agents must follow section 514 of the Encroachment Permits Manual.****APPLICATION**

- All boxes must be filled out (write "N/A" if not applicable).
- Work description within State highway right-of-way must be comprehensive.
- The "Standard Encroachment Permit Application" (form TR-0100) must be signed by the applicant or organization. If signed by an agent, attach a letter of authorization. Note: Box 28 is the applicant's information and box 29 is the authorized agent's.
- Signatures are required on both the application and the letter of authorization.
- Detailed event related information.
- Number of event participants and spectators.
- Duration of event including preparation and staging.
- Rules for event participants and spectators.
- Information on shuttle buses and escort vehicles (routes and times).
- Cleanup arrangements for roadway and roadside.
- Media and local business communication plan.
- Plan for providing advance notification to, and coordinate with, hospitals, emergency services, and public transit agencies. Arrange for passage of these vehicles through or around the event.
- Provide 2 names and 24-hour contact numbers for the purposes of lane closure provisions (required only if there is a detour or lane closure).
- Facilities must be in compliance with the Americans with Disabilities Act.
- Is alcohol or marijuana proposed to be served at the event?
- Minimum deposit of \$492 (payable to Caltrans), unless applicant is a government agency (fee-exempt).

**PLANS**

- Six (6) event route maps.
- Six complete sets of Traffic Control/Traffic Management plans (for detours) folded to 8 ½" x 11", signed, stamped with license expiration date and date stamped by a California Registered Civil or Traffic Engineer.
- Location of staging area for event participants and spectators.
- Location and number of aid stations and portable restrooms.

**SUPPORTING DOCUMENTS\***

- Proof of non-profit status or verification by the Internal Revenue Service 501C.
- Resolution of support from all impacted governments indicating formal approval of the special event and detour plans. Local support of the activity may be evidenced by an ordinance, resolution, written consent, or locally issued permit.
- Documentation from the California Highway Patrol or local law enforcement that they are aware of the event and that special enforcement will be provided if necessary.
- A certificate of liability insurance naming the State of California, California Department of Transportation, the directors, officers, employees, and/or agents of the State of California and/or of the California Department of Transportation as additional insured. The certificate must be in the amount based on the risk level associated with the event.

**COMPLIANCE WITH STREETS AND HIGHWAYS CODE SECTION 682.7 (required)**

- My special event awards prize compensation to competitors in gendered categories. For any participant level that receives prize compensation, I certify that prize compensation for each gendered category will be identical at each participant level.
- I certify that my special event does not award prize compensation to competitors in gendered categories regardless of participant level.

SIGNATURE OF APPLICANT OR AUTHORIZED AGENT

PRINT OR TYPE NAME

TITLE

DATE

**NOTES:**\*Forms are available at: <https://forms.dot.ca.gov/>

**ADA NOTICE:** For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 654-6410, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.