



Cochise County Engineering & Natural Resources

Public Programs...Personal Service
www.cochise.az.gov

JACKIE WATKINS, PE
Director

Public Road Right-of-Way Special Event Permit Application and Information Packet

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APPLICATION SUBMITTAL

Special Event Permits - Used for events that take place upon or cause a temporary change in the typical daily traffic flow and pattern on a County maintained public road right-of-way (ROW). Some events also require a Special Event Permit from Cochise County Development Services, for example, events that include food services and/or certain beverage services. The Engineering and Natural Resources Right-of-Way Encroachment Special Event Permit is specifically related to the effect of the event on the traveling public and the liability associated with using the public right-of-way for the event. Types of events might include any of the following:

- Parades/Marches/Processions
- Concerts/Live Music Events
- Extension of Premise (Requires Letter of Permission from Property Owner)
- Race/Walk/Skate/Cycle/Recreation Activities
- Festival
- Other special events not specifically named above

TIMELINE FOR SUBMITTING REQUIRED

DOCUMENTS Minimum 60 Days Before Event

- Engineering and Natural Resources (ROW) Special Event Permit Application Submitted
- Site Map
- Parade/Race Route, if applicable
- Pre-planning meeting with County Staff, if deemed necessary by staff

Minimum 45 Days Before Event

- Traffic Control Plan Submitted
- Letter of Permission from Property Owner, if applicable
- Letter from Non-profit Benefactor, if applicable
- Cochise County Development Services Special Event Permit Application, if applicable
- Insurance Certificate

Minimum 30 Days Before Event

- Final Site Map and/or Race Route
- Event Timeline
- On-site Contacts
- **Full Payment of Fees**

Submitting the Application

The review and approval process begins when a completed Special Event Permit Application and associated required documents are submitted to the County via Citizenserve. A checklist is provided in Appendix A. Use the following link to access the correct location on the County website: <https://www.cochise.az.gov/>. Selecting "Permits" will lead you to the online portal for permit submittal. Applications and documents should be submitted based on the Timeline for Submitting Required Documents as noted above.

After the Application is Submitted

County staff will review the documents and will contact the event organizer for additional details if required. During the initial application process, you will be allowed time to provide staff with all pending documents (e.g., certificate of insurance, traffic control plan, etc. – see **Checklist, Appendix A.**) These items must be received before final application approval and issuance of permit. Every effort will be made to complete the initial review in a timely fashion. Approval may take additional time if multiple reviews and resubmittals are required.

Submitting an event application should not be considered as approval or confirmation of your event.

Possible Reasons for Denial of Applications

The County reserves the right to deny a request for an Event Permit for any reason, including, but not limited to:

- Failure to comply with any federal, state, or local law, ordinance, or guideline.
- The event will disrupt traffic beyond what is reasonable and practical.
- The event will unreasonably interfere with access of firefighting equipment or other first responder needs.
- The location will cause extreme hardship to adjacent businesses or residents.
- The event will interfere with another event for which permits have been issued.
- The application was not properly submitted, and no effort was made to correct an incomplete application once applicant was notified.
- A previous event sponsored by the same organization did not leave the site clean or in any way disregarded the application and permit requirements.
- Anything the County deems unsafe.
- Failure to submit County Special Event Permit Application and associated documents within the minimum timeframes noted.
- Estimated attendance and event that is too large for the proposed venue.
- Estimated attendance that is too small for the requested venue. For example, requesting closure of a major roadway to facilitate a procession of a small number of people.

Submitting an event application should not be considered as approval or confirmation of your event.

KEY POINTS

Applicant's Agent: Duly authorized agent of any of the following: the sponsor of an event, a charitable event sponsor, or property owner of parcel to be used for special event venue.

County Maintained Right-of-Way: Events in the County maintained right-of-way that require a Special event Permit. During non- road closure events, all road and street travel-ways must be kept clear of pedestrian traffic to allow for the normal vehicular traffic. Pedestrians should continue to obey all typical pedestrian crossing rules. In addition to any special event use, sidewalks and multi-use paths are for public use; please give courtesy to any other pedestrian traffic needing to use these walkways. Please obey all traffic laws during your event whether or not the road is closed to vehicular traffic.

Event Signs:

Traffic control signing: All traffic control signing shall be noted on the required traffic control plan, prepared by an individual with the Traffic Control Supervisor certification per the American Traffic Safety Services Association (ATSSA). Event organizer is responsible for obtaining the appropriate traffic control devices to match the approved traffic control plan. Event staff shall not stop, direct, or otherwise interfere with traffic. More information on page 5, **Traffic Control Plan**, and in the requirements on the application form.

Event-specific temporary signing: Any proposed signing in addition to the required traffic control devices should be noted on the site plan. These signs would not be permanently mounted and would be displayed for a limited period of time. Locations, materials, and proposed ballast would require separate approval from the traffic control plan. **Event-specific temporary signing shall not be attached/affixed/placed on regulatory signing and/or posts (e.g. speed limit signs, stop signs, etc.).**

Fees: Event organizers are responsible for the required permit application fees prior to issuance of the Special Event Permit.

Insurance: Applicant agrees to obtain and maintain insurance coverage of the types and amounts required and keep such insurance coverage in force throughout the life of the contract. The County of Cochise shall be named as "Additional Insured" on the insurance certificate, and a copy of the certificate shall be provided to accompany the Special Permit Application at least 45 days prior to the proposed event for review. See **Appendix B** for required insurance information: it may vary depending upon the type of event.

Permit Posting: Special event permits should be held at the event by the event contact person and presented upon request.

Race or Procession Routes: Proposed race or procession routes must be indicated on **site maps** (see below) for approval. Include additional site maps if alternate routes are proposed. **If the event crosses more than one jurisdiction, appropriate permits and permissions must be attained from the other governing agencies.** Written consent letters from other affected agencies may be required.

Site Map: Provide a legible map with minimum size of 11 x 17 inches. Include all site details such as an indicator arrow for North, the event or route, and detailed notations of all activities in the event, such as event entry and exit, fencing, ID checkpoints, tent locations, and a timeline of your event. Indicate distances on the map or site plan. **This must accompany your application.**

Tents/Canopies: To prevent damage to the roadway, tents may not be secured to the paved roadway with stakes, no exceptions. A canopy 12'x12' or smaller may not be staked in unpaved areas and may only use weights to anchor the canopy. Any canopy larger than 12'x12" on public property requires Blue Stake to locate utility lines no less than 5 days prior to installation. Contact Arizona 811 by dialing 811 or creating a work request online at <http://www.arizona811.com/>.

Trash Cleanup: The applicant shall clean the right-of-way or public property of all rubbish and debris, returning it to its pre-event condition within 24 hours of the conclusion of the event. County inspectors will perform inspections of routes/sites prior to and following events.

Traffic and Parking: Event parking is permitted in designated areas only. Fire safety requires that all entrances, exits, and fire lanes be maintained. If the event will block a road or intersection, a complete traffic control plan must be submitted. See **Traffic Control Plan** below for additional information. Events held on private property should provide parking in private parking areas. **A request for a special exception to allow parking within public rights-of-way may be submitted with the completed application packet for review.** Approval will be granted only in cases where it is determined that it can be done so safely.

Traffic Control Plan

Traffic control plans shall be developed by an individual with Traffic Control Supervisor certification per American Traffic Safety Services Association (ATSSA) standards and address the traffic control required for the event. One may search for a certified professional via this link <https://www.atssa.com/Training/Find-a-Trained-Professional#/qbeld/CertificationSearch>.

Event staff shall not stop or otherwise interfere with traffic. If flagging is required, only certified flaggers per ARS 28-653 or certified law enforcement officers are authorized. Only uniformed police officers shall be used to direct traffic at a traffic signal. These conditions shall be shown on the traffic control plan and coordinated with the appropriate law enforcement agency. Plans must meet current Manual on Uniform Traffic Control Devices (MUTCD) standards. A sample Traffic Control Plan can be found at the MUTCD site: <http://mutcd.fhwa.dot.gov/>. The site will have a link to the current book; temporary traffic control is Part 6 of the source material.

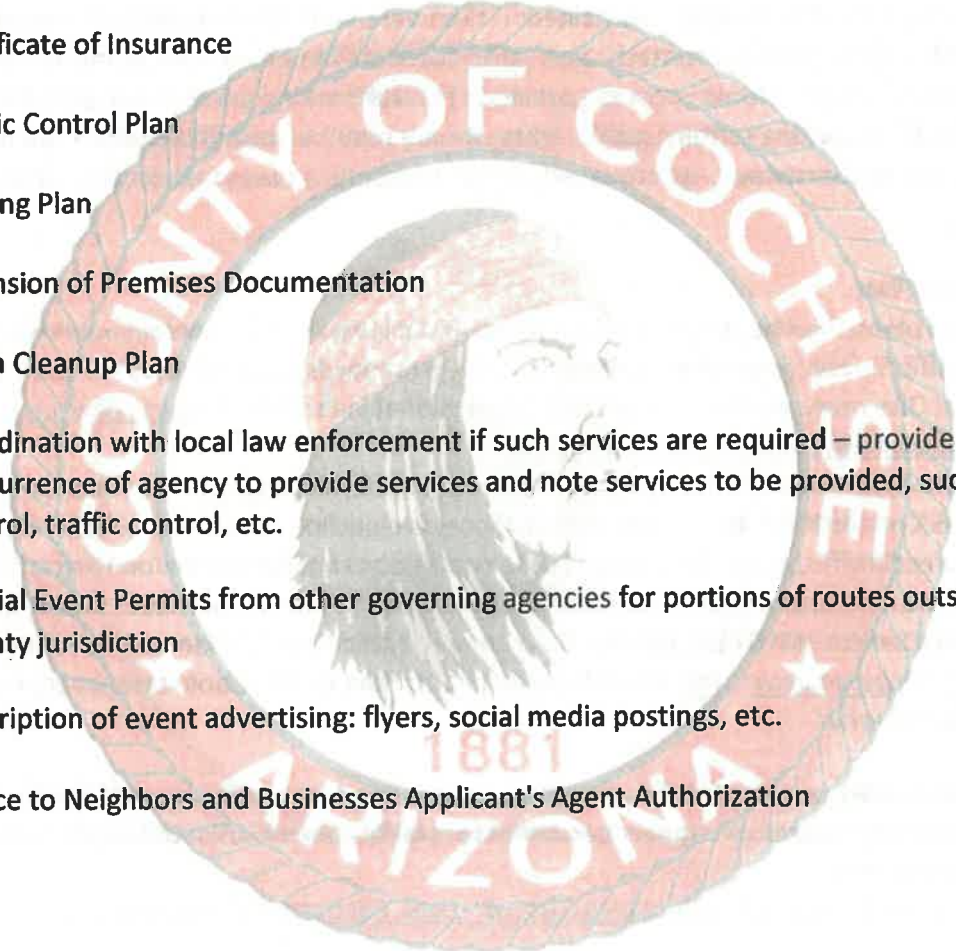
The applicant is solely responsible for providing or arranging for barricades, traffic cones, signs, changeable message boards or support personnel for traffic control. A list of barricade companies may be accessed here:

https://www.tucsonaz.gov/files/business/List_of_Local_Barricade_Companies_2018.pdf

APPENDIX A

**Cochise County Special Event Permit Application Document Checklist
(Not all will necessarily apply.)**

- Development Services Special Event Permit Application
- Engineering and Natural Resources Public Road ROW Special Event Permit Application
- Race or Procession Route
- Certificate of Insurance
- Traffic Control Plan
- Parking Plan
- Extension of Premises Documentation
- Trash Cleanup Plan
- Coordination with local law enforcement if such services are required – provide written concurrence of agency to provide services and note services to be provided, such as crowd control, traffic control, etc.
- Special Event Permits from other governing agencies for portions of routes outside of County jurisdiction
- Description of event advertising: flyers, social media postings, etc.
- Notice to Neighbors and Businesses Applicant's Agent Authorization



Sign, date, and include with packet submittal to indicate acknowledgement of requirements:

Name: _____ Date: _____



Cochise County

Public Programs...Personal Service
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Right-of-Way Agreements or Permits Indemnification, Insurance and Other Requirements

Indemnification

To the fullest extent permitted by law, Permittee/Applicant (as "Indemnitor") hereby agrees to immediately defend, indemnify, and hold harmless Cochise County and its departments, agencies, officers, officials, agents, employees and volunteers (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including, but not limited to, court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Permittee or any of its owners, officers, directors, agents, employees, contractors or subcontractors. This indemnity includes, but is not limited to, any claim or amount arising out of, or recovered under, the Workers' Compensation Law, or arising out of the failure of such Permittee to conform to any federal, state, or local law, statute, ordinance, rule, regulation, or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Permittee from and against any and all claims. Permittee will be responsible for primary loss investigation, defense, and judgment costs where this indemnification is applicable. In consideration of the award of this permit, the Permittee agrees to waive all rights of subrogation against the County, its departments, agencies, officers, officials, agents, employees and volunteers for losses caused by or arising from the activities authorized by this Permit.

Any insurance, its limits, amount and type required herein to be maintained by the Permittee shall in no way be construed as limiting the scope of this indemnity.

Environmental Indemnification Clause (if applicable)

To the fullest extent permitted by law, Permittee/Applicant (as "Indemnitor") hereby agrees to immediately defend, indemnify, and hold harmless Cochise County, and its departments, agencies, officers, officials, agents, employees and volunteers (hereinafter referred to as "Indemnitee") from and against any and all demands, claims, complaints, losses, damages, actions or causes of action, assessments, liabilities, costs or expenses including, without limitation, interest, penalties and reasonable attorney's fees and reasonable expenses of investigation and remedial work (including, but not limited to, investigations and remediation by engineers, environmental consultants and similar technical personnel) asserted against or imposed upon or incurred by Indemnitee arising in connection with, or resulting directly or indirectly from, any Environmental Law, including, but not limited to, any use, generation, storage, spill, release, discharge or disposal of any Hazardous Substance that is now or comes to be located on, at, about or under the property or because of, or in connection with, the violation of any Environmental Law (hereinafter collectively referred to as "Claims") to the extent that such Claims are caused as a direct or indirect result of any acts or omissions or Fault of Permittee, its officers, officials, agents, employees, contractors, volunteers, tenants, subtenants, invitees or licensees, regardless of whether or not such Claims are caused in part by a party indemnified hereunder. Permittee shall not be obligated to defend Indemnitee against any Claims or indemnify Indemnitee for or hold Indemnitee harmless from any Claims incurred by Indemnitee resulting solely from the negligence or willful misconduct of Indemnitee and not in any way resulting from any act or omission or Fault of Permittee or anyone directly or indirectly employed by Permittee or anyone for whose acts Permittee may be liable. As used in this section: (a) "Hazardous Substances" are those substances defined as toxic or hazardous substances, pollutants, or wastes by Environmental Law and include, but are not limited to, the following substances: gasoline, kerosene, or other petroleum products, toxic pesticides and herbicides, volatile solvents, materials containing asbestos or formaldehyde, and radioactive materials; (b) "Environmental Law" means federal, state or local laws and regulations, including common law, that relate to health, safety or environmental protection; and (c) "Fault" means those nonculpable acts or omissions giving rise to strict liability under any Environmental Law pertaining to Hazardous Substances, as well as culpable conduct (negligence or willful misconduct). The Permittee agrees to waive all rights of subrogation against the County, its departments, agencies, officers, officials, agents, employees and volunteers for losses caused by or arising from the exercise of this permit.

Permit Insurance Requirements Matrix

TYPE OF INSURANCE COVERAGE AND ENDORSEMENTS OR LANGUAGE REQUIRED IN THE CERTIFICATE OF INSURANCE	ENROACHMENT PERMIT MINIMUM LIMITS OF INSURANCE	FILM PERMIT/SPECIAL EVENTS INVOLVING FIREWORKS OR CARNIVAL RIDES MINIMUM LIMITS OF INSURANCE	PARADES ONLY MINIMUM LIMITS OF INSURANCE
Commercial General Liability - Occurrence Form			
Per Occurrence	\$1,000,000	\$5,000,000	\$1,000,000
General Aggregate	\$2,000,000	\$5,000,000	\$2,000,000
Products-Completed Operations Aggregate (for Construction and Some Installation types)	\$1,000,000	\$1,000,000	\$1,000,000
Personal and Advertising Injury	\$1,000,000	\$1,000,000	\$1,000,000
XCU (Explosion, Collapse and Underground Damage)	\$1,000,000	\$1,000,000	\$1,000,000
Fire Legal	\$50,000	\$50,000	\$50,000

A certificate of insurance is required by permittee. The policy shall be endorsed to include the following additional insured language and the language must be shown on the certificate of insurance: "Cochise County and its departments, agencies, officers, officials, agents, employees and volunteers shall be named as additional insured with respect to liability arising out of the activities performed by or on behalf of the permittee or contractor." Policy shall contain waiver of subrogation (applicable to all lines of coverage) in favor of Cochise County, its departments, agencies, officers, officials, agents, employees and volunteers for losses arising from work performed by or on behalf of the Permittee/Contractor. Permittee/Contractor's subcontractors shall be subject to the same minimum requirements identified above. Contractor shall be responsible for ensuring and/or verifying that all subcontractors have valid and collectible insurance as evidenced by the certificates of insurance and endorsements for each subcontractor.

The Permittee assumes the responsibility and all liability for injury or damage to said roadway, or to any person while using said roadway, caused by or arising out of the exercise of this permit. Permittee agrees to hold harmless and indemnify Cochise County for claims arising out of the work performed under this permit; except such claims arising out of Cochise County's sole negligence.

Business Automobile Liability--Combined Single Limit (CSL)

Any owned, hired, and non- owned autos used in performance of this Permit	\$1,000,000	\$1,000,000	\$1,000,000
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The policy shall contain, or be endorsed to contain, "Cochise County and its departments, agencies, officers, officials, agents, employees and volunteers shall be named as additional insured with respect to liability arising out of the activities performed by or on behalf of the permittee or contractor, including automobiles owned, leased, hired or borrowed by the Permittee/Contractor."

Permittee/Contractor's subcontractors shall be subject to the same minimum requirements identified above. Contractor shall be responsible for ensuring and/or verifying that all subcontractors have valid and collectible insurance as evidenced by the certificates of insurance and endorsements for each subcontractor.

Workers' Compensation/Employer's Liability

Workers' Compensation	Statutory	Statutory	Statutory
Employer's Liability-Each Accident	\$1,000,000	\$1,000,000	\$1,000,000
Employer's Liability-Disease- Each Employee	\$1,000,000	\$1,000,000	\$1,000,000
Employer's Liability-Disease- Policy Limit	\$1,000,000	\$1,000,000	\$1,000,000

Policy shall contain a **waiver of subrogation** endorsement, as required by this written contract, in favor of the County of Cochise, and its departments, agencies, officers, officials, agents, employees and volunteers for losses arising from work performed by or on behalf of the Contractor.

This requirement shall not apply to each Contractor or subcontractor that is exempt under A.R.S. § 23-901, and when such Contractor or subcontractor executes the appropriate waiver form (Sole Proprietor or Independent Contractor).

Contractor's subcontractors shall be subject to the same minimum requirements identified in this section. Contractor shall be responsible for ensuring and/or verifying that all subcontractors have valid and collectible insurance as evidenced by the certificates of insurance and endorsements for each subcontractor.

The Permittee's insurance or self-insurance shall be primary, and any insurance maintained by the County shall not contribute to, or be excess of, the Permittee's insurance or self-insurance. Permittee and Contractor agree to provide Cochise County with certificate(s) of insurance consistent with the requirements stated in the Cochise County Permit Insurance Matrix to include naming Cochise County as an Additional Insured with respects to General Liability and Automobile Liability and provide a Waiver of Subrogation endorsement in favor of the Cochise County for all insurance coverages. The required insurance shall be kept in force by the Permittee and its contractors/subcontractors for the term of the permit and shall not expire, be cancelled or materially changed to affect coverage available to Cochise County without thirty (30) days written notice to Cochise County. Automobile and Workers' Compensation coverage requirements are dependent upon the use of employees and autos for the encroachment activity. ***Please refer to the Cochise County Permit Insurance Matrix to determine requirements for coverage, limits, language and other insurance related items specific to each permit.*** Permittee agrees to maintain and make available to Cochise County all contractors/subcontractors' certificates upon demand. Cochise County reserves the right to require an increase or allow a decrease in insurance limits or coverage based on the risks and financial exposure arising out of the event or activity proposed in the permit application. The Encroachment Permit is issued upon the expressed condition that Cochise County does not protect or insure against loss of personal property or improvements owned by Permittee.

General Requirements

In addition to the above indemnification and insurance requirements, the following conditions apply in the right-of-way and/or permit process:

County Property: This right-of-way is for County property and shall not be construed as an authorization for use of adjacent private or public property, grounds or land or any other area where a separate right-of-way, agreement or permit may be required. Applicant shall be responsible for obtaining all necessary rights-of-way, agreements, permits or insurance required by any federal, state, municipal or other governmental or private entity.

Damage to County Property: Applicant will promptly compensate or reimburse Cochise County the full amount of any damage to, or loss of use of, County buildings, facilities, grounds, lands, water or property caused by Applicant, its officers, officials, employees, members, guests, invitees, or agents. Compensation or reimbursement to the County shall also include, but not be limited to, restoration, clean-up, abatement, remedial action, legal fees and expenses or fines.

Damage to Applicant Property: The County shall not be responsible for loss of, damage to, or loss of use of, tangible or intangible property of Applicant, its officers, officials, employees, members, guests, invitees or agents.

Loss of Privileges: Loss of privileges authorized by this right-of-way by County revocation, closure, termination, cancellation or suspension is not compensable to the Applicant.

Transfer: This Agreement, its requirements, terms and conditions are not transferable.

Exclusivity: This Agreement is not exclusive unless otherwise stated in the Agreement. The County reserves the right to use or allow others to use any part the County right-of-way, property or land pertaining to this Agreement. The Applicant agrees to allow others of the public free and unrestricted access to, and use of, the County right-of-way, property or land, at all times, for all lawful purposes.

County Rules and Regulations: Upon issuance, this Agreement authorizes the Applicant's right-of-way subject to the terms and conditions outlined within County rules, regulations, laws, ordinances, or the County approved authorization of right-of-way. It is the Applicant's responsibility to be familiar with and to understand all applicable County rules, regulations, laws, or ordinances.

Obligations of the Applicant: The obligations of the Applicant under this right-of-way are not contingent upon the County to inspect the Applicant's right-of-way.

APPENDIX C
Contact Information

Arizona Blue Stake

Dial 811 or create online work request via link: <http://www.arizona811.com/>

ATSSA

American Traffic Safety Services Association (ATSSA)

Search for certified Traffic Control Supervisor, main page:

<https://www.atssa.com/>

You can go directly to the following link to enter city and zip code to perform a search:

<https://www.atssa.com/Training/Find-a-Trained-Professional#/qbeld/CertificationSearch>

Barricade Companies

[https://www.tucsonaz.gov/files/transportation/Barricade Company List 6-13-18.pdf](https://www.tucsonaz.gov/files/transportation/Barricade_Company_List_6-13-18.pdf)

Cochise County Development Services

Planning, Zoning and Building Safety Division

1415 Melody Lane, Building F

Bisbee, Arizona 85603

Cochise County Engineering and Natural Resources Department

1415 Melody Lane, Building F

Bisbee, Arizona 85603

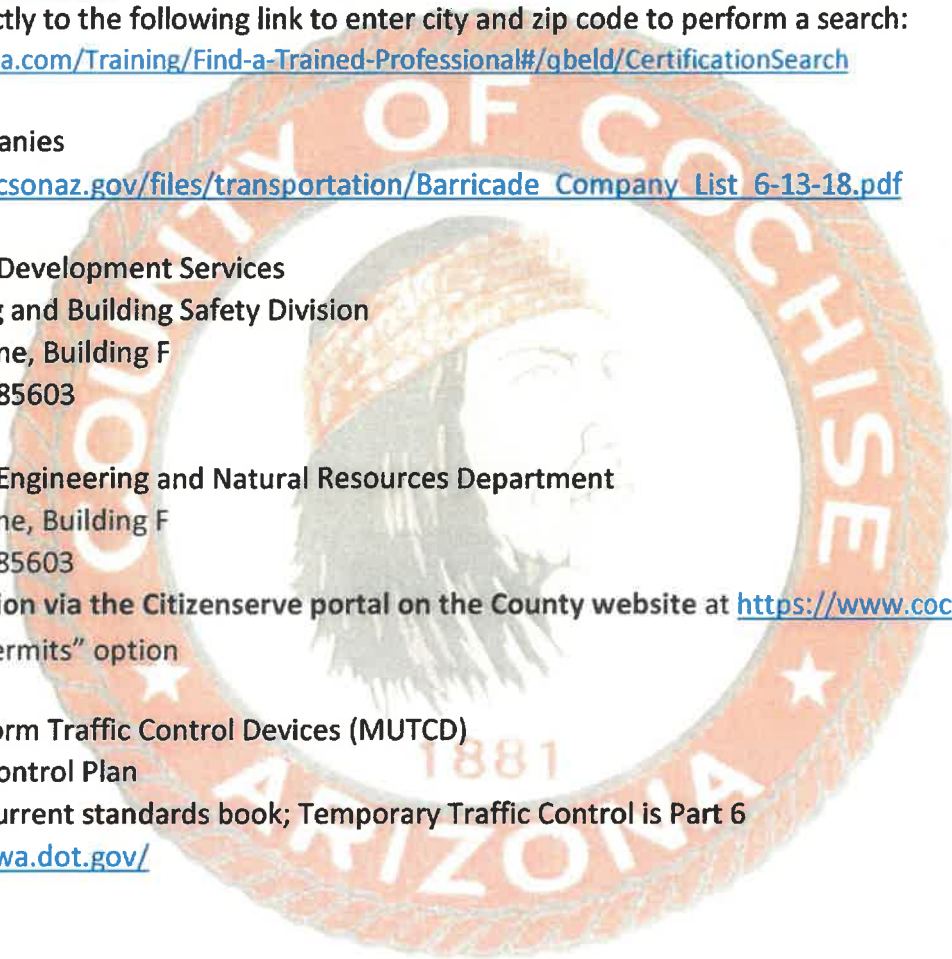
Submit application via the Citizenserve portal on the County website at <https://www.cochise.az.gov/> by selecting the "Permits" option

Manual on Uniform Traffic Control Devices (MUTCD)

Sample Traffic Control Plan

Follow links to current standards book; Temporary Traffic Control is Part 6

<http://mutcd.fhwa.dot.gov/>



APPENDIX E
Sample Site Map

