



# Special Event and Parade Permit Application\*

\* Note: Use this application for a parade, run, street sale, or for any event requiring the use of City streets, sidewalks, parking lots or other City of North Pole facility(ies).

## Instructions

Applications shall be submitted to the Director of City Services. The application shall be completed in a legible manner by an authorized representative of the group requesting the permit. When the event will be on or cross City street(s), the application will not be considered without a Traffic Safety Plan; a map showing the location and/or a proposed processional route. The completed application shall be filed no later than twenty (20) city business days prior to the requested event date. Late applications may be charged late fees. The North Pole Police, Fire, Public Works and Utility Departments shall review and comment on the permit. The applicant will be contacted if there is any additional information required and/or fees associated with issuing a permit.

## Authorized Representative

Name (please print)	
Signature of Authorized Representative	
Mailing address:	
Phone:	Cell phone:
Email:	

## Parade or Special Event

Name of Event:	
Name of organization/Group:	
Date(s) of Event:	
Start Time:	End Time:

## Purpose and Nature of Event/Parade

(Attach additional sheet if necessary.)

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## Proposed Location of Event and/or Processional Route of Parade

Please attach a map marking the proposed route of parade or location of special event.

## Traffic Control and Safety Surveys

Check **YES** or **NO** for the items below that apply to your event to determine if you will need a **Traffic Control Plan**. If you check **YES** to any of the items 2 through 5 below, you must submit a **Traffic Control Plan** to the City.

### Traffic Control Survey

1. Will the event occur completely on private property or public property not under the jurisdiction of the City (e.g., parking or staging on State or Borough property) or the event will not create high traffic flow on City streets? If YES, STOP here. You do not need a Traffic Control Plan for the City  YES  NO
2. Does your parade or event cross any city streets, utilize any city parking lots, city sidewalks, city bridges, and/or city public parks?  YES  NO
3. Will the parade or event block traffic flow at any city intersection or will it block any lane of traffic?  YES  NO
4. Will traffic need to be re-routed to compensate for street closures?  YES  NO
5. Will your event block access to businesses, private residences, or public facilities?  YES  NO
6. Will your event affect vehicle or pedestrian traffic on any of the following State-owned roads: Santa Clause Lane, Old Richardson Highway, Saint Nicholas Drive, Hurst Road, Finnell Frontage Road or the Richardson Highway? If YES, you must get a permit from the Alaska Department of Transportation and Public Facilities (907-451-2200)  YES  NO

Check **YES** or **NO** for the items below that apply to your event to determine if you will need a **Safety Plan**. If you check **YES** to any of the items 2 through 8 below, you must submit a **Safety Plan** to the City.

### Safety Survey

1. Will the event occur completely on private property or public property not under the jurisdiction of the City (e.g., parking or staging on State or Borough property) or the event will not create high traffic flow on City streets? If YES, STOP here. You do not need a Safety Plan with the City  YES  NO
2. There will be a staging area on a City facility—street, pedestrian path, park or parking lot.  YES  NO
3. Participants and/or spectators for the event will assemble on a City facility—street, pedestrian path, park or parking lot.  YES  NO
4. There will be **Floats** in the event?  YES  NO  
If YES, estimate how many? \_\_\_\_\_
5. There will be **Vehicles** in the event.  YES  NO  
If YES, estimate how many? \_\_\_\_\_
6. There will be **Pedestrians** and/or **Runners** in the event.  YES  NO  
If YES, estimate how many? \_\_\_\_\_
7. Is this a competitive and/or timed event?  YES  NO
8. Does your event involve activity alongside or in the Beaver Springs Slough?  YES  NO

After review of your permit application by the City, the City may determine that additional traffic control or safety measures are needed to allow for the safe conduct of the event. Safety requirements may include use of certified flag persons and/or barricades. Because of the uniqueness of each event, it is difficult to make a pre-determination of safety requirements. Any such requirements will be made known to you after the review and before final approval. If safety measures are required to ensure public safety, and you choose to employ services by an outside organization, disclosure of the services you employ is required upon acceptance of your permit.

The City has limited barricade equipment and does NOT have the resources to supply barricades for private events. Barricade services provided by a private firm must abide by the *Manual for Uniform Traffic Control Devices* (MUTCD) and follow an approved Traffic Safety Plan (TSP). Should you be required to have certified flag persons at any point(s) along your parade or event, the flag person(s) must be a law enforcement officer or a certified flag person.

## **Special Event Waiver of Liability and Notification of Cost of Emergency Response**

The City encourages the lawful assembly of persons and groups for the purposes of special events, peaceful demonstration, and athletic/entertainment events. There are inherent risks in any such assembly, including but not limited to vehicle traffic, weather, and other pedestrian hazards.

Please be advised that by signing the permit application form, your organization accepts full responsibility for the actions of your organization, participants, and spectators. The City does NOT assume any liability for injuries or adverse events which are sustained as a result of the actions of event-participants and/or spectators. Further, the City does NOT assume any liability arising from traffic control and/or medical personnel.

As part of the Special Event Permit application process, you are required to provide a map which shows the event's planned route in which you have identified roadway crossings and other hazards. You must have completed the Traffic Control Survey and Safety Survey questionnaire

If you have elected to provide your own traffic-control measures, you are hereby giving assurances to the City that vehicular traffic will NOT be stopped or postponed for more than short intervals at crossing-points to allow for the passage of event participants.

Please be advised that, in signing this application form, your organization also acknowledges and accepts responsibility for the "cost of emergency response," should the North Pole Police Department need to respond to restore traffic-flow after receiving complaints of inadequate traffic-control measures. The cost of such response shall be billed at an hourly rate for each officer dispatched, and shall be billed for a minimum of two hours.