



**INGHAM COUNTY ROAD COMMISSION  
APPLICATION FOR PERMIT FOR  
PARADE, BANNER OR SPECIAL EVENT  
WITHIN A COUNTY ROAD RIGHT-OF-WAY**

Application Number \_\_\_\_\_

Receipt Number \_\_\_\_\_

PLEASE CONTACT YOUR CITY, TOWNSHIP OR VILLAGE EVENT SPONSOR FOR APPROVAL, AS WELL AS THE RESPONSIBLE LAW ENFORCEMENT AGENCY, PRIOR TO SUBMITTING YOUR APPLICATION TO THE INGHAM COUNTY ROAD COMMISSION. ANY RACE, WALK OR PARADE THAT WILL BE IN THE TRAVELED PORTION OF THE ROADWAY OR WILL BE CROSSING A MAJOR ROADWAY WILL HAVE TO BE UNDER THE CONTROL OF A LAW ENFORCEMENT AGENCY. APPLICATIONS SHOULD BE SUBMITTED AT LEAST 30 DAYS PRIOR TO THE EVENT FOR APPROVAL BY THE BOARD OF ROAD COMMISSIONERS. COMPLETED APPLICATION INCLUDES A HOLD HARMLESS AGREEMENT AND APPROPRIATE INSURANCE.

APPLICANT	EVENT SPONSOR
NAME: _____	NAME: _____
MAILING ADDRESS: _____	MAILING ADDRESS: _____
TELEPHONE NO.: _____ FAX NO.: _____	TELEPHONE NO.: _____ FAX NO.: _____
SIGNATURE: _____	SIGNATURE: _____
TITLE: _____ DATE _____	TITLE: _____ DATE _____

(Attach a copy of Resolution of Authorization if applicable.)

FINANCIAL REQUIREMENTS	ATTACHMENTS AND REQUIREMENTS
APPLICATION FEE: _____	CASH BOND: <input type="checkbox"/> YES <input type="checkbox"/> NO
OTHER: _____	PROOF OF INSURANCE: <input type="checkbox"/> YES <input type="checkbox"/> NO
CASH BOND: _____	AMOUNT OF CASH BOND: _____
TO BE BILLED: _____	OTHER: _____
DATED: _____	POLICE AGENCY: _____
	CONTACT PERSON: _____
	CONTROL PROVIDED: _____
	PHONE: _____

**APPLICATION**

Applicant requests a Permit for the purpose indicated in the attached plans and specifications (if pertinent) and as described below at the following location:

CITY \_\_\_\_\_ OR TOWNSHIP \_\_\_\_\_ SECTION(S) \_\_\_\_\_ INGHAM COUNTY, MICHIGAN

NAME OF ROAD \_\_\_\_\_ between \_\_\_\_\_ ROAD and \_\_\_\_\_ ROAD

For a period beginning \_\_\_\_\_ and ending \_\_\_\_\_.

DESCRIPTION OF ACTIVITY TO BE CONDUCTED, LOCATION, DATE AND TIME: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requests which include plans for road closure MUST list the dated and time the road is to be closed and reopened and MUST detail the plans for traffic control during closure. All banners and decorations MUST be securely fastened at least 18 feet above the traveled portion of the roadway.

INGHAM COUNTY ROAD COMMISSION  
301 Bush Street, P.O. Box 38, Mason, Michigan 48854  
Phone: (517) 676-9722 Fax: (517) 676-5914

RECOMMENDED FOR ISSUANCE:  
\_\_\_\_\_  
DATE \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE \_\_\_\_\_

**PARADE, BANNER OR SPECIAL EVENT PERMIT RULES AND REGULATIONS**

A permit is GRANTED to Applicant in accordance with the terms of the foregoing Application for the period stated above, SUBJECT to the following terms agreed to by the Permit Holder. See "Permit Terms".

**PERMIT TERMS**

- 1. SPECIFICATIONS: All activity performed under this Permit must be done in accordance with the plans, specifications and statements filed with the Road Commission.
- 2. FEES & COSTS: Permit holder shall be responsible for all fees incurred by the Road Commission in connection with this permit and all deposit estimated fees and costs as determined by the Road Commission at the time the Permit is issued.
- 3. CASH BOND: The permit applicant shall provide a cash deposit, certified check, cashier's check, money order, or irrevocable letter of credit drawn on a solvent bank for an amount acceptable to the Road Commission at the time the permit is issued.
- 4. INSURANCE: Permit holder shall furnish proof of liability and property damage insurance in the amount stated below naming the Road Commission as an insured:
  - General liability – each person ..... \$ 500,000.00
  - General Liability – each occurrence ..... \$1,000,000.00
  - Property Damage liability – each accident ..... \$1,000,000.00
  - Single Limit policy ..... \$1,000,000.00

Said insurance shall be in effect for a period not less than the term of this permit and shall provide evidence that it cannot be cancelled without ten (10) days advanced written notice by certified mail with return receipt required to the Road Commission.

- 5. INDEMNIFICATION: The Permit Holder shall hold harmless and indemnify, and keep indemnified, the Road Commission, its officers and employees from all claims, suits, and judgments to which the Road Commission, its officers and employees may be subject. The Permit Holder shall also hold harmless and indemnify, and keep indemnified, the Road Commission, its officers and employees for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including property of the Road Commission, whether due to negligence of the Permit Holder or the joint negligence of the Permit Holder and the Road Commission, arising out of the work under this permit, or in connection with the work not authorized by this permit, or resulting from failure to comply with the terms of this permit, or arising out of the continued existence of the work product which is the subject of this permit.
- 6. NOTIFICATION OF START OF WORK AND COMPLETION OF WORK: The Permit Holder must notify the Road Commission at least 48 hours before starting work and must notify the Road Commission when work is completed.
- 7. SAFETY: The Permit Holder agrees to work under this permit in a safe manner and to keep the road right-of-way affected by this permitted activity in a safe condition until the work is completed and accepted by the Road Commission. All work zone signing and flagging operations shall comply with the Michigan Manual of Uniform Traffic Control Devices and Road Commission standards.
- 8. RESTORATION AND REPAIR OF ROAD: The Permit Holder agrees to restore the road and right-of-way to a condition equal to or better, as determined by the Road Commission, than its condition before the work began. The Permit Holder further agrees to repair any subsequent damage, as determined by the Road Commission, to the road and right-of-way which is caused by the facility, or its maintenance, installed under this permit.
- 9. LIMITATION OF PERMIT: This permit does not relieve the Permit Holder from complying with regulations of other agencies or applicable laws. The Permit Holder is responsible for obtaining additional permits or releases which may be required in connection with this work from governmental agencies, public utilities, corporations, and individuals, including property owners. Permission may be required from adjoining property owners.
- 10. VIOLATION AND REVOCATION OF PERMIT: Permits are automatically invalidated by the violation of any of the conditions specified by the terms of the permit or by false information given on the application. Failure to comply with the conditions of this permit may be just cause for the immediate suspension or revocation of any or all permits and cause for the Road Commission to use bond money to restore the road and right-of-way to its satisfaction. This permit may be suspended or revoked at will. The Road Commission may require the Permit Holder to surrender this permit and alter or relocate its facilities within the right-of-way, or remove its facilities from the road right-of-way, at the permit holder's expense. The Road Commission reserves the right to remove facilities from the road right-of-way and recoup its costs from the Permit Holder.
- 11. ASSIGNABILITY: This permit may not be assigned without the prior written approval of the Road Commission. If approval is granted, the assignor shall remain liable and the assignee shall be bound by all the terms and conditions of the permit.
- 12. This permit is subject to supplemental specifications, on file with the Road Commission, and Act 200 of Public Acts of 1969, as amended.

<b><u>SHADED AREA FOR ROAD COMMISSION USE ONLY:</u></b>	
<input type="checkbox"/> <b>Certificate of Insurance Received</b>	<input type="checkbox"/> <b>Road Commission Application Received</b>
<input type="checkbox"/> <b>Hold Harmless Agreement Received</b>	<input type="checkbox"/> <b>Resolution from Sponsoring Organization Received</b>
<input type="checkbox"/> <b>Law Enforcement Agency Permit Received</b>	<input type="checkbox"/> <b>Participant Waiver &amp; Release Form Received</b>