



SARPY COUNTY PLANNING & BUILDING DEPT.

1210 GOLDEN GATE DRIVE, #1240
PAPILLION, NE 68046
PHONE: 402-593-1555 FAX: 402-593-1558
E-MAIL: PLANNING@SARPY.COM

SPECIAL EVENT ROAD USE APPLICATION

In order for your application to be considered **COMPLETE**, please answer all applicable questions and provide the following:

1. Completed Application
2. Site Map
3. Route Map
4. If applicant is organizing event on behalf of another organization, please provide:
 - Name of Organization
 - Endorsement Letter from the organization on official letterhead authorizing applicant to act on their behalf
5. Attached statement signed by applicant
6. **Please carefully review attached Special Event Road Use Permit Policy.**

PLANNING STAFF USE ONLY:

APPLICATION #: _____

DATE RECEIVED: _____

FEE: \$ _____ RECEIPT NO. _____

RECEIVED BY: _____

| | | |
|-----------------------------------|---------------------------------|-------------|
| <input type="checkbox"/> APPROVED | <input type="checkbox"/> DENIED | DATE: _____ |
|-----------------------------------|---------------------------------|-------------|

EVENT NAME: _____

EVENT DATES: _____

ORGANIZATION NAME: _____ **E-MAIL:** _____

ADDRESS: _____ **CITY/STATE/ZIP:** _____

MAILING ADDRESS: _____ **CITY/STATE/ZIP:** _____
(IF DIFFERENT)

PHONE: _____ **FAX:** _____

APPLICANT NAME/TITLE: _____ **E-MAIL:** _____

ADDRESS: _____ **CITY/STATE/ZIP:** _____

MAILING ADDRESS: _____ **CITY/STATE/ZIP:** _____
(IF DIFFERENT)

PHONE: _____ **FAX:** _____

EVENT ORGANIZER NAME (if different than applicant): _____ **E-MAIL:** _____

ADDRESS: _____ **CITY/STATE/ZIP:** _____

MAILING ADDRESS: _____ **CITY/STATE/ZIP:** _____
(IF DIFFERENT)

PHONE: _____ **FAX:** _____

EVENT DESCRIPTION: _____

STREETS TO BE USED (e.g. 126th St. from Hwy. 370 to Lincoln Rd.): _____

TIMES OF EVENT:
SET-UP: _____
ACTUAL TIME OF EVENT: _____
CLEAN-UP: _____

ESTIMATED # OF PARTICIPANTS: _____

ESTIMATED # OF VOLUNTEERS: _____

ESTIMATED # OF SPECTATORS: _____

SOUND SYSTEM TO BE UTILIZED (include locations on site plan): _____

PLAN FOR ONSITE MEDICAL SUPPORT. LOCATION(S) OF RECOVERY AREAS (water and first aid supplies) TO BE SHOWN ON SITE MAP.

**TYPES OF BARRICADES TO BE USED (e.g. cones, signs, etc.)
INCLUDING LOCATIONS WHERE THEY WILL BE PLACED - ATTACH MAP IF NECESSARY:**

ADDITIONAL INFORMATION – APPLICANT MUST PROVIDE:

- SITE MAP
- ROUTE MAP
- DOES THE EVENT CROSS JURISDICTIONAL BOUNDARIES (CITIES)? _____ IF SO, PLEASE PROVIDE COPY OF APPROVED PERMIT FROM THAT JURISDICTIONAL AUTHORITY
- INDICATION OF WHETHER OR NOT APPLICANT IS ORGANIZING EVENT ON BEHALF OF ANOTHER ORGANIZATION – IF SO PROVIDE THE FOLLOWING:
 - ✓ NAME OF ORGANIZATION
 - ✓ ENDORSEMENT LETTER FROM THE ORGANIZATION ON OFFICIAL LETTERHEAD AUTHORIZING APPLICANT TO ACT ON THEIR BEHALF
- ATTACHED STATEMENT MUST BE SIGNED BY APPLICANT

I, the applicant, do hereby agree that:

1. All answers given and statements made by me on this application are complete and true to the best of my knowledge and beliefs.
2. The Event is not sponsored or co-sponsored by the County, unless separately agreed to, and the County shall have no responsibilities for the Event, its operations, cleanup, the barricading of streets or street intersections, required street closing/detour/warning signs, traffic control, personnel, police or law enforcement escort services, or emergency rescue services. The Event instead is solely sponsored by the applicant/organizer, and the applicant/organizer shall be solely responsible for the Event and any and all matters associated with the Event, including, but not limited to, operations and cleanup.
3. The applicant/organizer shall provide the County with proof of in force general liability insurance with a minimum of \$2,000,000 per occurrence coverage for the Event which designates the County as an additional insured. If the coverage contains a general aggregate, such limit shall not be less than \$5,000,000.
4. The County and its employees, personnel, agents, officers, and elected officials shall not be responsible for providing traffic control for the Event. Any traffic control utilized by the applicant/organizer shall be at the applicant/organizer's sole expense and approval must be obtained from the Sarpy County Sheriff's Office prior to the employment of any traffic control measures therewith. However, the approval of such traffic control plan does not hold the SCSO liable for any injuries or damages related to the plan design.
5. The applicant/organizer shall indemnify and hold harmless the County and its employees, personnel, agents, officers, and elected officials from any and all liabilities, claims, damages, personal injuries or deaths, property damage, causes, causes of action, litigation, lawsuits, costs, expenses, attorney fees, and the duties, indemnification, defense arising as a result of the event; excluding any and all liabilities, claims, damages, personal injuries or deaths, property damage, causes, causes of action, litigation, lawsuits, costs, expenses, and attorney fees resulting from the direct acts or omissions of the County and its employees, personnel , agents, officers and elected officials.

Finally, I agree to be bound by the above terms as a condition to the issuance of the Road Use Special Event Permit.

Applicant Signature

Date

Applicant Name (please print)

SARPY COUNTY SPECIAL EVENT ROAD USE PERMIT POLICY

An application to use Sarpy County Road for special events must be submitted at least sixty (60) days prior to the event in order to allow enough time to properly process the application and for the time needed to provide notice to adjoining neighborhoods, if applicable.

Amendments to the applications may be considered if submitted at least twenty (20) days prior to the event. Rescheduling of an event will be at the discretion of the County and will be subject to the same route review and approval process.

One application shall be submitted per event.

The application fee for a Special Event Use Permit shall be \$250.

Permits shall be issued on a first come first serve basis, provided the event complies with all terms and conditions of the permit. Inaccurate or incomplete applications may result in the denial of a permit. In addition to other criteria that may be considered by Sarpy County, permits may be denied if the event, in prior years, has received complaints regarding the event or matters related to the issuance of a prior permit.

The County reserves the right to give priority to a County-Sponsored Community Event. If you wish to inquire as to the possibility of County-Sponsorship for your event, please contact the Sarpy County Tourism Department at (402)332-5771.

Unless otherwise specified, all permits shall be granted for specified times and uses and do not entitle the applicant to have rights to a presence in any of the County's events or other public/private scheduled events or other non-routine uses of County property without the County's written consent. Specific days and/or times, locations, and other operating conditions may be applied or imposed as conditions of use, and must be adhered to throughout the duration of the permit period unless otherwise mutually agreed to in writing by both parties.

All inquiries about Special Event Use permits shall be made to the Planning Department at (402)593-1555. All Applications for Special Event Use permits shall ultimately be approved or denied by the Sarpy County Board of Commissioners.

Rules and Regulations:

Any applicant that does not adhere to the rules and regulations set forth shall be subject to denial of a permit and/or revocation of a permit.

1. No events shall substantially interrupt the functions of emergency services.
2. The conduct of the proposed activity shall not cause injury to persons, damage property, provoke disorderly conduct, or create a nuisance.
3. The permittee shall be responsible for providing, installing, and removing any necessary barricading, after such barricading locations have been reviewed and approved by the County Public Works Department.
4. The permittee shall be responsible for cleanup of the event location, during and immediately after the event.
5. Amplified sound shall be directed away from residences and must comply with Sarpy County Ordinance 2-1-01, Disorderly Conduct. The proposed location of the sound system, direction of the sound and location of all speakers must be identified on the site map submitted with the application. The source of the amplified sound must also be identified in the application.

6. The placement of portable toilets, tents, or canopies shall not be permitted along County Roads. This does not prohibit the placement of hydration stations along the event route.
7. Permittee shall not affix or fasten any rope, sign, banner, flyer, or other object to any tree, shrub, road sign, or other similar fixtures on County owned property or within the public right-of-way, without prior County approval.
8. Permittee shall provide notice to the residents directly impacted by the road closure(s). Proof of notice must be provided to County by Applicant at least ten (10) days in advance of the event.
9. Events, including set-up times and clean-up times, shall run between the hours of 6:00AM and 9:00PM each day unless other specific permission has been granted.
10. Adequate equipment and medical support shall be available onsite. Recovery areas with water and first aid supplies shall be set up and staffed.
11. The permittee shall ensure that the resolution issued and signed by the County Board granting permission to use the County Roads will be available for viewing during the event.
12. Commercial General Liability Insurance shall be provided by the applicant. Coverage shall include liability coverage addressing the Contractor's operations. The coverage must protect against claims for damages resulting from bodily injury, including death, personal injury and property damage. The minimum acceptable limits of liability shall be \$2,000,000 each occurrence. If the coverage contains a general aggregate, such limit shall not be less than \$5,000,000.
13. A certificate of insurance must be provided to the Sarpy County Clerk at least fifteen (15) days before the event.
14. The use of State Highways shall not be permitted.