



**SHERIFF'S OFFICE**

109 E. Leffler Street ♦ Dodgeville, WI 53533-1557  
Phone: (608) 930-9500 ♦ Fax: (608) 471-1075

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SPECIAL EVENTS ORDINANCE 300.05

PERMIT APPLICATION CHECKLIST

Submit the following materials when applying for a permit:

*Note: Items 1, 2, and 3 are included in this packet.*

1. **Completed Permit Application**
  2. **Completed Event Route Information Page or Attached Route Map(s)** 
    - Iowa County must be notified of any route changes made after submission of the permit application and prior to the event.
  3. **Signed Indemnification and Hold Harmless Agreement**
  4. **Signed "Requirements for Permit to Use County Trunk Highway" Page**
  5. **Certification of Insurance naming Iowa County as additional insured** 
    - PLEASE NOTE: THE ADDITIONAL INSURED MUST STATE JUST "IOWA COUNTY". IT CANNOT STATE "IOWA COUNTY HIGHWAY DEPARTMENT"
    - See item number 3 on the Requirements page for complete details.
  6. **Submit application to our office via U.S. Mail to the above address or Fax to (608) 471-1075.** 
    - Applications must be submitted at least 6 weeks prior to the day of the scheduled event.
    - **Only complete applications containing all required information shall be considered.**
    - Completed applications can be e-mailed only if all the paperwork has been scanned to show original signatures. In that case, send to [austin.durst@iowacounty.org](mailto:austin.durst@iowacounty.org) and [mike.peterson@iowacounty.org](mailto:mike.peterson@iowacounty.org).
- Other items to note:**
- Iowa County does not authorize the use of any Municipal, Town, or State roads for this event. Event officials must coordinate all local road use with the affected municipalities and must contact the Wisconsin Department of Transportation to request permission to use any State Highways.
  - **No Pavement Markings** of any kind are allowed on Iowa County Trunk Highways.