

PERMIT APPLICATION FOR SPECIAL EVENTS USE OF IOWA COUNTY TRUNK HIGHWAYS

CONTACT INFORMATION

Contact Person Click here to enter text.	Day Phone Click here to enter text.	Evening Phone Click here to enter text.	Fax Click here to enter text.
Mailing Address Click here to enter text.		City, State, Zip Click here to enter text.	E-mail Address Click here to enter text.

EVENT DETAILS

Event Name Click here to enter text.	Event Sponsor Click here to enter text.	Event Website Address Click here to enter text.
Total Time of Event from Setup to Teardown A.M. <input type="checkbox"/> P.M. <input type="checkbox"/> Start Time: Click here to enter text. End Time: Click here to enter text.		Actual Time Participants will be on the Road A.M. <input type="checkbox"/> P.M. <input type="checkbox"/> Start Time: Click here to enter text. End Time: Click here to enter text.

LOGISTICAL DETAILS

Type of Support Provided by Event Sponsor (Check all that apply)
 Traffic Control Support Vehicles Medical Other (describe): Click here to enter text.

Do you feel you need law enforcement Traffic Control? Yes No

Check all that apply to the Event

<input type="checkbox"/> Parade <input type="checkbox"/> Race <input type="checkbox"/> Tour <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bicycle Event <input type="checkbox"/> Political Assembly <input type="checkbox"/> Fee/Donation	<input type="checkbox"/> Non-Profit <input type="checkbox"/> Festival/Circus/Fair <input type="checkbox"/> Vehicle Use <input type="checkbox"/> Animals <input type="checkbox"/> Sound/PA Equip <input type="checkbox"/> First Aid Stations <input type="checkbox"/> EMS Needed	<input type="checkbox"/> Tents or Fabric Shelters <input type="checkbox"/> Food/Concessions <input type="checkbox"/> Electrical Wiring <input type="checkbox"/> Fireworks/Pyrotechnics <input type="checkbox"/> Open Flame <input type="checkbox"/> Road Closure(s) <input type="checkbox"/> Hired Security
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Describe the event, state the purpose of event

Click here to enter text.

Estimated number of participants: Click here to enter text.	Estimated number of spectators: Click here to enter text.
Admission/Participation Fee: Click here to enter text.	Event open to the general public or ticketholders only? Click here to enter text.
Beer/Liquor Present? Click here to enter text.	Sold or given away? Click here to enter text.

Iowa County Contact Numbers

County Clerk (608) 935-0395
Sherriff's Dept. (608) 930-9500 (Emergency-911)
Highway Dept. Office (608) 935-3381
Highway Commissioner (608) 935-3381 Ext. 605

PERMIT FEE IS \$95.00 made payable to Iowa County Sheriff's Office.

This permit is required and shall be issued in accordance with Ordinance #300.05 of the Iowa County Code of Ordinances.

EVENT ROUTE (required information) Event Name: [Click here to enter text.](#)

In this section list all County Trunk Highways (CTH), the beginning and ending location of each continuous section and each Town, Village or City contained in the continuous section. For the municipalities use the following designations T=Town, V=Village, C=City. (see example below)

ROUTE INFORMATION EXAMPLE

CTH:	CH	Begin:	STH23	End:	CTH Q
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Municipalities: C Dodgeville/T Dodgeville

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

CTH:		Begin:		End:	
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Municipalities:

Additional roads should be listed in this format on a separate sheet of paper.

A Map of the Event Route must accompany this application.

PLEASE NOTE: Event officials must coordinate all local road use with the affected municipalities. Iowa County does not authorize the use of Municipal roads, State Highways, or routes designated other than Iowa County Trunk Highways.

PERMIT PROCEDURES FOR USAGE OF IOWA COUNTY TRUNK HIGHWAYS

All of the following requirements must be complied with for consideration of a permit.

1. It is necessary that we receive permit requests for use of a County Trunk Highway at least 6 weeks in advance of the scheduled event. It is possible that a permit may not be issued for an untimely permit request.
2. No printed materials should be distributed to the public on intended event routes prior to obtaining permission from all affected governmental units and law enforcement agencies for the use of their roads, streets, or highways for the event(s). There are certain roads and highways which we and other agencies will not allow to be used or crossed for such events; and this may affect planned routes that have been prematurely released to the public.
3. The event sponsor must be covered by adequate liability insurance for this type of event and must provide this Department with a proper certificate of insurance **AT THE TIME AN EVEN PERMIT IS SUBMITTED**. The certificate should be sent along with the permit request to the address shown on the reverse, and should indicate the following:
 - a. Iowa County, 222 N. Iowa St., Dodgeville, WI 53533, shall be added as an additional insured for the event (**DO NOT** list Iowa County Highway Department—it must state only “Iowa County”).
4. A standard “INDEMNIFICATION/HOLD HARMLESS” Agreement must be signed by a responsible officer of the event sponsor relieving Iowa County from any and all liability that could arise as a result of the event. The Agreement must be signed by a responsible officer of the event sponsor along with the permit request.
5. It is the event sponsor’s responsibility to contact and obtain permission from all governmental units and/or law enforcement agencies that would have jurisdictional responsibilities over any part of the route used. Failure to obtain such permission could result in the county not issuing a permit for the currently scheduled event, or future events on its highways.
6. The event sponsor is also responsible for surveying the intended route prior to the event to look for potential traffic hazards to the participants. Those traffic hazards should be corrected or participants protected by securely closing off those particular hazardous areas to participants. Sponsor shall insure that all participants stay within permitted areas.
7. The event sponsor must also notify the local municipal unit EMS agency in advance so they are aware of the date and time of the event, type of event, and the number of participants. For larger and more strenuous events, it is strongly advised that the event sponsor schedule EMS personnel and equipment to be present at the event. If significant traffic restrictions and/or road closures are required for the event, the event sponsor should also contact the nearest 911 center so emergency police, fire, and EMS units are aware of traffic restrictions in the area as they respond to any emergency calls.
8. Normal “rules of the road” must be followed during the event if the public road, street, or highway is open to traffic. Must obey all federal, state and local statutes and regulations. If it is necessary to temporarily close and detour a County Trunk Highway in order to conduct the event, the event sponsor shall be responsible for the erection and removal of all necessary signing, and providing all uniformed police officers that may be required for safe and proper traffic direction. Any and all expense in providing the signing and/or uniformed officers shall be assumed by the event sponsors.

- 9. No trespassing on private property.
- 10. No defacing of public property, including pavement markings.
- 11. Immediately after completion of the event, the event sponsor shall be responsible for removing from the highway and highway rights-of-way, any trash, signs, and/or other materials that may have been accumulated or used during the event.
- 12. Permit Fee is \$95.00. A check or cashier's check in the amount of \$95.00 shall accompany this permit application. Permits may be returned and will not be reviewed unless the appropriate fee accompanies the application.

I certify that the information I have provided on this application is accurate and complete. I further certify that I have notified all other municipal jurisdictions of this event for usage of roads under their jurisdictional authority. I understand that this permit may be denied or revoked for providing false or incomplete information.

Signature	Title	Date

DO NOT WRITE BELOW THIS LINE—FOR OFFICE USE ONLY

Reviewed by IC Highway		Reviewed by IC Sherriff	
DATE		DATE	
Permit Fee Recv'd		Amount	
Check #		DATE	
Name on check		Address	