



# Calaveras County Department of Public Works

891 Mountain Ranch Road \* San Andreas, CA 95249 \* (209) 754-6401 \* Fax 754-6664

## Application for Temporary Road Closure/Use and Banner

This application must be received by the Department of Public Works at least **THREE WEEKS** prior to event. Failure to include a detailed map, fill out the application or submit it in a timely manner may result in delay or denial of permit. Applicant **MUST** sign back side of this application before returning to Public Works for final processing.

**TYPE OF REQUEST:**     COMPLETE ROAD CLOSURE             ROAD USE             BANNER

**NAME AND ADDRESS OF APPLICANT**

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

Phone (    ) \_\_\_\_\_  
Cell (    ) \_\_\_\_\_

**ORGANIZATION MAKING REQUEST**

\_\_\_\_\_  
Contact Phone (    ) \_\_\_\_\_

Authorized Representative:  
\_\_\_\_\_

Email Address:  
\_\_\_\_\_

**Include map detailing affected roads, location of detour signs, barricades, traffic control personnel, etc.**

Request is being made for the purpose of (describe): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Is this an annual event?  yes  no

Roads to be affected (list in detail, to/from, etc. Attach additional page if necessary):

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**Dates Requested:** \_\_\_\_\_ **Day of the week:** \_\_\_\_\_

**Time Requested:**    1. from \_\_\_\_\_ to \_\_\_\_\_ date \_\_\_\_\_  
                                  2. from \_\_\_\_\_ to \_\_\_\_\_ date \_\_\_\_\_  
                                  3. from \_\_\_\_\_ to \_\_\_\_\_ date \_\_\_\_\_

Planned alternate route(s) for through traffic: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

The following signs will be displayed by Applicant at the following locations and may be revised at the discretion of Public Works: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Public Works traffic control requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## AUTHORIZATION

Pursuant to the provisions of Resolution 76-274 and 75-181, the Director of Public Works hereby authorizes the foregoing application for Temporary Road Closure or Use and the following conditions will apply:

### Official use only:

- ( ) Appropriate barricades shall be employed and maintained by the applicant at the points of closure during the event.
- ( ) Responsible personnel over the age of 18 shall conduct the necessary traffic control at all times. Traffic control personnel shall wear orange vests.
- ( ) A sufficient number of signs are to be displayed by the applicant to inform the traveling public of the event in progress per the attached traffic control plan.
- ( ) Proper ROAD CLOSED signs be displayed by the applicant at the points of road closure, and proper detour signs will be displayed at the appropriate intersections per the attached plan.
- ( ) The route shall be open at all times to local traffic and all emergency vehicles unless other approved arrangements are made. Residents within the closure will be delayed no more than 15 minutes.
- ( ) The signs for the event be removed by the applicant as soon as possible after the event, and the road shall be left in a neat and clean condition. It is the applicant's responsibility to clean up.
- ( ) All persons involved in the event are to be informed that extreme caution shall be employed at all times.
- ( ) Caltrans must be notified by the applicant if State Highways are involved in this activity.

\_\_\_\_\_  
Authorized Representative, Dept. Public Works

\_\_\_\_\_  
Date

### Planning Department - Special Conditions

( ) None Required

( ) Requirements - Attached

( ) AUP No. \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative, Planning Dept.

\_\_\_\_\_  
Date

## ACKNOWLEDGEMENT

- The undersigned hereby acknowledges that he/she has read and understands Chapter 12.08 and that the requested encroachment has been granted pursuant to the rules and regulations as set forth by Chapter 12.08 of the Calaveras County Code.

Section 12.08.120 states, "The applicant shall at all times comply with and shall cause all his agents and employees to comply with all such laws, ordinances, regulations, decisions, court and similar authoritative orders; and shall protect and indemnify the County and all of its officers, agents and employees against any claims of liability proximately caused by the violation of any such law, ordinance; regulations or order issued under police power and in accordance with law, whether by himself or by his agents or employees."

Signed \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

**This permit will not be valid unless it is signed in acknowledgement by the Applicant; and is authorized and issued by the Department of Public Works.**

copies (to be distributed by Public Works): Road Superintendent California Highway Patrol Applicable Ambulance Service California Division of Forestry	Planning Department _____ Sheriff's Department _____ (Date) Board of Supervisors, District _____ Applicable Fire District Applicable Utilities
--	--

# **ROAD CLOSURE/USE AND BANNER PERMITS**

Calaveras County Department of Public Works issues permits for the temporary closure, use of, or the hanging of a banner over County roads subject to specific conditions, for the following situations:

## ***ROAD CLOSURES***

A road may be closed for certain special events such as a community parade.

## ***ROAD USE***

A road may be used while remaining open to vehicular traffic for certain special events such as a bicycle race.

## ***BANNERS***

Banners may be hung over County roads to advertise community events.

The California Streets and Highways Code § 942.5, California Vehicle Code § 21101, and Calaveras County Board of Supervisors Resolution Nos. 75-181 and 76-274 grant the authority to administer these permits to the Director of Public Works. The Director of Public Works uses the following guidelines in determining the conditions under which these permits may be issued:

1. It is the primary intent of the permit to protect the safety of the people attending or involved in the event, the safety of the traveling public, and the condition of the County road itself.
2. Permits are issued for local parades and community events which are non-profit, fund raisers, or provide a local benefit.
3. Permits are issued for a given road and date based on historic precedent. If there is an established event, it receives priority over new requests. New events may be permitted on a first come basis.
4. No more than four events requiring the closure of a road may be held on a particular road in a calendar year.
5. Special conditions such as unique traffic control requirements are determined for each individual event on a case-by-case basis. These conditions are mandatory and cannot be waived at the discretion of the applicant. Demonstrated failure to comply with the terms of the permit may result in future events not receiving a permit.
6. Events may be subject to an Administrative Use Permit as well. It is the applicant's responsibility to secure that permit and coordinate it directly with the Calaveras County Community Development Agency.
7. Road Closure Permit. Applications must be received at least three weeks prior to the scheduled event. Failure to complete the form, sign it, or include a detailed map as required may result in delays or denial of the permit.
8. If the permit is for the purpose of filming a movie, documentary, television series, or other commercial venture, then the applicant must file a Proof of Liability Insurance Certificate with the Department of Public Works. Filming events are also subject to a Film Permit pursuant to Calaveras County Code § 17.04.115. It is the applicant's responsibility to secure a coordinate that permit directly with the Calaveras County Community Development Agency. Filming events require CHP assistance for traffic control.
9. At this time there is no fee for this permit. Please help us continue to grant these permits at no charge to you by assuring that these simple procedures are followed. Your cooperation is appreciated.

# GUIDELINES FOR HANGING BANNERS

1. Banners may be displayed under special conditions with a *valid permit* to advertise non-profit fund raising or local benefit events. Banners are not permitted for private advertising, and they may not be of a political nature.
2. The priority for permitting a banner is based on established historic precedent. Banners for new events may be permitted on a first come basis if they do not conflict with an established event.
3. No more than one banner may be hung in a community area at any given time.
4. The applicant assumes responsibility for their banner and agrees to defend, indemnify, and hold harmless Calaveras County for any liability which may arise out of the banner's presence.
5. It is the applicant's responsibility to hang and remove the banner. The Calaveras County Road Department cannot hang banners.
6. Banners shall be suspended from permanent structures with the permission of that structure's owner. It is the applicant's responsibility to obtain permission to hang a banner from a utility pole. Banners should not be hung from trees; if so, it shall be at the applicant's risk.
7. Banners shall be hung in such a way that the bottom of the banner or any rope shall not be less than 18 feet above the ground.
8. It is recommended that banners be constructed and hung in such a manner as to discourage wind resistance.
9. Full traffic control per the Caltrans Traffic Control Manual must be used when hanging or removing banners.
10. Calaveras County Code Section 17.72.130 (C) requires that a permit first be obtained from the Department of Public Works prior to hanging a banner over a County road. Calaveras County Code Section 12.08.050 specifically prohibits placing advertising signs in the County road right-of-way.
11. **Banners shall be hung no more than two weeks prior to the scheduled event. Banners shall be removed no more than three days after the event.**