

BOARD OF SUPERVISORS

Washington County, Iowa

SUBJECT: Use of Washington County Secondary Roads for Special Events

I. Policy/Purpose

The Washington County Board of Supervisors has determined that a policy and procedure should be established for individuals, governmental agencies and independent sponsors to follow in order to receive approval to utilize Washington County's Secondary Roads for special events (such as parades, races, ceremonies and other events that are not typical of a road).

II. Definitions

1. Traveled Way: Designated driving surface of a road (including the shoulder).
2. Roadside: Areas within the Right-Of-Way that are outside the Traveled Way.
3. Clear Zone: A distance of ten feet from the outside edge of the shoulder away from the road.
4. Right-Of-Way (ROW): Property obtained through deed or permanent easement reserved for construction of and/or maintenance of transportation facilities (typically 66-feet wide on most county roads).
5. IDOT: Iowa Department of Transportation

III. Scope

This policy pertains to Secondary Road ROW established within Washington County, Iowa but outside established city limits and IDOT ROW.

IV. Objectives

From time to time special consideration for use outside the normal and ordinary use of county roads in connection with a planned event or activity is requested. This policy attempts to provide for timely and appropriate review for approval of these requests.

V. Procedure

A Secondary Road Use Request Form shall be completed by the sponsor outlining the type of event and its intended use of the traveled way and roadside of particular Secondary Roads.

The Secondary Roads Use Request Form shall be evaluated and approved by the Office of the Washington County Engineer, Office of the Washington County Sheriff and Office of the Washington County Auditor and approved by the Board of Supervisors prior to the event. The Secondary Road Use Request Form shall be filed with the Washington County Engineer's Office.

The Office of the Washington County Engineer shall evaluate the proposed request for compatibility with public travel on a Secondary Road. A recommendation shall be made upon restrictions required, signing required and whether road closure is required. Signs may be placed by the Office of the Washington County Engineer or by the Applicant if a traffic control plan has been approved by the Engineer's Office for the event. The estimate of signing cost for the activity shall be paid by the sponsor prior to the event. The Board of Supervisors may waive the traffic control fee for governmental agency requests and other requests.

The Office of the Washington County Sheriff shall evaluate the proposed request for need of law enforcement assistance. The estimated cost of traffic or law enforcement assistance shall be paid by the sponsor prior to the event. The Board of Supervisors may waive the traffic control fee for governmental agency requests and other requests.

The Office of the Washington County Auditor shall evaluate the proposed request for conformance with the following requirements. The sponsor of the event shall provide a certificate of insurance naming Washington County as an additional insured party. The Auditor's Office shall establish the insurance policy limits required for the event. The Sponsor shall file a Hold Harmless agreement satisfactory to the Auditor's Office and signed by an authorized representative of the sponsoring group. The Sponsor shall submit a copy of a signed form that releases the County and the sponsoring group that shows the participant assumes risk for the activity taking place on the Secondary Roads. The said release form shall contain a valid signature and address and shall be kept in the possession of the sponsoring group.

WASHINGTON COUNTY SECONDARY ROAD USE REQUEST FORM

Event Sponsor Contact Person _____ Sponsoring Organization Name _____

Address _____ Phone Number _____

Brief description of the special event & activity expected on county property: _____

Date of Event _____ Time of Event _____

Traffic Control to be provided by: Washington County Event Sponsor

List County roads to be used for the event: _____

FOR OFFICIAL USE ONLY

Reviewed by Washington County Sheriff

Is there a need for assigning an employee? Yes No If Yes, number of employees _____

Duties of assigned employees: _____

Restrictions or signing required: _____

Estimated Traffic Control Cost: \$ _____ Fee Waived? Yes No, date pd _____

Approved/Denied Signature _____ Date _____
(circle one)

Reviewed by Washington County Engineer

Is there a need for assigning an employee? Yes No If Yes, number of employees _____

Duties of assigned employees: _____

Restrictions or signing required: _____

Estimated Signing Cost: \$ _____ Fee Waived? Yes No, date pd _____

Approved/Denied Signature _____ Date _____
(circle one)

Reviewed by the Washington County Auditor

A copy of the participants release with Washington County's name on it Yes No

A certificate of insurance naming Washington County as additional insured Yes No

A Hold Harmless Agreement has been filed Yes No

Approved/Denied Signature _____ Date _____
(circle one)

Reviewed by the Washington County Supervisors

Approved/Denied Signature _____ Date _____
(circle one)