



## SPECIAL EVENT PERMIT APPLICATION

This application should be submitted when requesting a permit for a parade or when planning an event requiring City street closure(s) and/or the use or closure of sidewalks [FGC Sec. 78-572].

City of Fairbanks  
Engineering Dept.  
800 Cushman Street  
Fairbanks, AK 99701  
Ph: (907) 459-6741  
Fax: (907) 452-5913  
Permit No. \_\_\_\_

Instructions: Applications should be submitted to the City Engineering Department and should be completed by an authorized representative of the group or entity requesting the permit. Applications must include the non-refundable permit fee, a Traffic Safety Plan, a map showing the location of the event and/or a proposed processional route, and a notarized Waiver of Liability and Notification of Cost of Emergency Response form.

Applications are considered timely if submitted 21 calendar days or more before the event date; the permit fee is \$200.00. *Note: The City of Fairbanks charges a convenience fee up to 3.6% (minimum \$2.50) on credit and debit card transactions not related to garbage collection.*

Applications will be reviewed by the Fairbanks Police Department, the Fairbanks Fire Department, the City Traffic Engineer, and the City Public Works Department. Following review, the applicant will be contacted by City staff to discuss additional safety requirements and/or fees, if any. Payment for permit applications and additional services, if any, must be made at the City Clerk's Office prior to the event.

### REPRESENTATIVE:

Name:

Mailing Address:

Phone:

Cell Phone:

E-Mail Address:

### PARADE OR SPECIAL EVENT:

Name of Event:

Name of Organization/Group:

Date(s) of Event:

Event Start Time:

Event End Time:

Purpose and Nature of Event/Parade:

Proposed Location of Event and/or Processional Route of Parade (please mark accordingly the attached map with proposed route of parade or location of special event):

## Traffic Safety and Security Plan

|     |                                                                                                                                                                                                                                                  |          |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1.  | Does your parade or event cross any City streets or include the use of any City parking lots, City sidewalks, City bridges, and/or public parks? (please clearly mark on the attached map the areas affected by the parade or event.)            | Yes / No |
| 2.  | Estimate the duration of your event to include set up, staging, and post-event clean up.                                                                                                                                                         |          |
| 3.  | Estimate the number of floats ____, vehicles ____, pedestrians ____, and/or spectators ____ involved/participating in the event or parade.                                                                                                       |          |
| 4.  | Will the parade or event block traffic flow at any City intersection, or will it block any lane(s) of traffic? (please clearly mark on the attached map the areas affected by the parade or event.)                                              | Yes / No |
| 5.  | Identify the staging area for the parade or event, if applicable, and the location where participants and/or spectators plan to park.                                                                                                            |          |
| 6.  | Describe the traffic control plan and/or access to the parade route, including intersections where the event or parade route may cross City streets. Indicate where barricades and/or certified flag persons will be placed on the attached map. |          |
| 7.  | Is this a competitive and/or timed event? If so, please describe what precautions have been taken to avoid traffic safety issues, taking into consideration that participants may be more concerned with race times than safety.                 | Yes / No |
| 8.  | Will traffic be re-routed to compensate for street closures? If so, please describe and mark accordingly on the attached map.                                                                                                                    | Yes / No |
| 9.  | Describe how emergency response vehicles will be able to access the area(s) affected by the closure(s).                                                                                                                                          |          |
| 10. | Does your event involve activity alongside or on the Chena River? If so, what are your plans to provide for the safety of participants and for contingencies for possible river rescue?                                                          | Yes / No |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| 11. | Describe in detail how you plan to minimize litter and what clean-up practices you plan to employ.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                |
| 12. | a) Based on the information provided in this application, do you believe a barricade package is required for your parade or event? If you are unsure, please contact Tyler Wilbur, QC/Impound Coordinator, at 907-459-6741 prior to submitting this application. b) If a barricade package is required, do you plan to purchase one through the City of Fairbanks, or will you employ the services of an outside organization? Please read the additional information at the bottom of this page regarding traffic safety plans and barricade packages. | a) Yes / No<br><br>b) Yes / No |

A list of various arterial streets that feed traffic into Fairbanks are listed below. The restriction of traffic on these streets will have a significant impact on businesses and residents of the community. Please indicate which streets will be crossed, traveled, or closed, for your parade/event.

**Street Closure:** Place an “X” in the appropriate column below, next to the street identified if your plan includes closure of all, or a portion of, the street.

**Street Crossing:** Place a “C” in the appropriate column below, next to the street identified if your plan includes any pedestrians, floats, vehicles, and/or spectators, crossing the street.

**Traffic Flow Not Affected:** Place an “F” in the appropriate column below, next to the street identified if your plan includes pedestrian foot traffic on the sidewalk along that street, but traffic flow is not affected.

| STREET                                           | X,C,F | STREET                  | X,C,F |
|--------------------------------------------------|-------|-------------------------|-------|
| Cushman Street                                   |       | College Road            |       |
| Barnette Street                                  |       | Phillips Field Road     |       |
| Lacey Street                                     |       | Wilbur Street           |       |
| Noble Street                                     |       | 23rd Avenue, Davis Road |       |
| Cowles Street                                    |       | 17th Avenue             |       |
| Lathrop Street                                   |       | Van Horn Road           |       |
| Illinois Street                                  |       | Peger Road              |       |
| Minnie St, Third St (Graehl), Farewell Ave.      |       | University Avenue       |       |
| Any four-lane divided highway (name of roadway): |       |                         |       |

After a thorough review of your request by the City of Fairbanks, it may be determined that additional traffic control measures are needed to allow for the safe passage of event participants at certain street crossing points. Safety requirements may include preparing a traffic safety plan (TSP) and the use of certified flag persons and/or barricades. Because of the uniqueness of each event, it is difficult to make a pre-determination of safety requirements. Any such requirements will be made known to you after the City's review but before the final approval of your application. If safety measures are required to ensure public safety and you employ the services of an outside organization, disclosure of the services you employ is required upon acceptance of your permit.

Should you employ the City of Fairbanks to meet the barricade requirement, a charge of \$1,000.00 will be assessed. Costs for minor damage to barriers and cones may be waived; however, lost or stolen barriers and cones will be billed to the parade permit representative at replacement cost. Barricade services provided by a private firm must abide by the Manual on Uniform Traffic Control Devices (MUTCD), with the Alaska supplement, and follow an approved TSP. Should you be required to have certified flag persons at your parade or event, the flag person(s) must be a law enforcement officer or a certified flag person.

## Special Event Waiver of Liability and Notification of Cost of Emergency Response

The City of Fairbanks encourages the lawful assembly of persons and groups for the purposes of special events, peaceful demonstration, and athletics/entertainment. There are inherent risks in any such assembly, including but not limited to vehicle traffic, weather, and other pedestrian hazards.

Your organization has been afforded the opportunity to utilize City resources in accordance with an established fee schedule.

Please be advised that, by signing this release, your organization undertakes full responsibility for the actions of your organization, event participants, and spectators. The City of Fairbanks does not assume any liability for injuries or adverse events which are sustained as a result of the actions of event participants and/or spectators. Further, the City of Fairbanks does not assume any liability arising from traffic control and/or medical personnel.

As part of the parade permit application process, you have provided a map which shows the event's planned route. You have also completed a traffic control questionnaire in which you have identified roadway crossings and other hazards. In addition, you have been asked to plan for adequate traffic control, so that vehicle traffic is not impeded to an unreasonable extent.

If you have elected to provide your own traffic control measures, you are hereby giving assurances to the City of Fairbanks that vehicular traffic will not be stopped or postponed for more than short intervals at crossing points to allow for the passage of event participants.

Please be advised that, in signing this form, your organization also acknowledges and accepts responsibility for the cost of emergency response should the Fairbanks Police Department need to respond to restore traffic flow after receiving complaints of inadequate traffic control measures. The cost of such response shall be billed at an hourly rate for each officer dispatched and shall be billed for a minimum of two hours.

Signature of Organization Official/Representative

Date \_\_\_\_\_

STATE OF ALASKA )  
 ) SS  
FOURTH JUDICIAL DISTRICT )

This is to certify that on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
\_\_\_\_\_, being personally known to me and/or having produced evidence  
of identification, appeared before me and acknowledged the voluntary execution of the foregoing instrument.

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Notary Public

My Commission Expires: \_\_\_\_\_

## Fairbanks General Code Section 78-572

- (a) *Permits required.* No race (foot, dogsled, bicycle, etc.), procession, or parade, except those of the Armed Forces of the United States, the military forces of this state, or the City of Fairbanks, will occupy, march, or proceed along any street or alley except in accordance with a permit issued by the city clerk's office and regulations set forth in this article or promulgated pursuant to this article. Applications for permits issued under this section are made to the city engineer. In addition to the application, a traffic safety plan must be provided and, if applicable, a street closure application. The police, fire, and public works departments shall review the application.
- (b) *Application deadline.* Applications for special event permits must be received at least 21 calendar days before the date of the event.
- (c) *Permit fees.* Fees for special event permits are set forth in the city's schedule of fees and charges for services. In addition to the permit fee, the applicant is responsible to pay for any services that are requested or become necessary for the city to provide for the event. Expenses include actual labor costs (wage and benefits) and materials, if any, provided for the benefit of the permit holder. Disputes over additional fees and barricade packages may be appealed to the city mayor. All applicants shall submit a traffic control plan that complies with the Manual on Uniform Traffic Control Devices with the Alaska supplement (Alaska Traffic Manual). Applicants can request the city provide traffic control devices and deliver them to a designated location for a flat fee of \$1,000.00. The mayor is authorized to negotiate in-kind arrangements where the city receives goods or services in lieu of the full or partial flat fee.
- (d) *Permits not required.* Events that take place on sidewalks, pedestrian ways, or bike paths do not require a permit if: (1) all participants crossing or traversing a street, alley, or vehicular way will do so in obedience of traffic control devices and the laws governing pedestrians and the operation of non-motorized vehicles; and (2) as determined by the city engineer, the event does not interfere with the normal use of the sidewalk, pedestrian way, or bike path by others not involved in the event.
- (e) *Regulations.* The mayor may promulgate regulations to ensure that a special event as defined in this section does not jeopardize the public health, safety, or welfare.

***For Internal Use Only***

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Permit Fee Paid: Yes / No

ROUTING/Approval:

FPD \_\_\_\_\_ PWD \_\_\_\_\_ FFD \_\_\_\_\_ OTHER: \_\_\_\_\_

Barricades or Flag Persons Required: \_\_\_\_\_

Additional Fees Estimated:

|                |                                                                                                            |        |                                                                                      |
|----------------|------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------------------------------------------|
| Application is | APPROVED                                                                                                   | DENIED |                                                                                      |
|                | <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div> (Initials of COF Employee) |        | <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div> Date |

Close out: Additional Expenses Incurred: YES / NO

Amount of Payment Received: