

**MARION COUNTY
SOCIAL AND COMMUNITY EVENT PERMITS**

Hints

Hints to facilitate the process:

- 1) Submit application materials to Public Works a minimum of 45 days prior to the event.
- 2) Provide all of the required items and information listed on Procedures page at least 45 days before the event.
- 3) Give us as much information as possible.
- 4) Read the *Typical Requirements* (on the following pages).
- 5) Choose a location that is safe for your intended function and minimizes the impact to motorists and/or residents (bike paths, wide shoulders, low traffic volume roads, low traffic speed roads, etc.)
- 6) Schedule your event to avoid heavy traffic periods. Generally, the best times are early Saturday mornings or Sundays.
- 7) Provide alternate locations, when possible, in case your first choice is not suitable for some reason.
- 8) Be prepared to provide the necessary signs to help ensure safety. Loaner/rental signs are available at several commercial sign shops. Consult your local yellow pages under Barricades, Traffic Signs, or Signs.
- 9) County maps are available for purchase through this office for \$4.00
- 10) Permits from this office apply only to roads under Marion County jurisdiction. Permits must be obtained from the appropriate agencies (city, state, etc.) for non-county roadways. We will be glad to assist if you have a question about jurisdiction on a particular roadway.

If you have questions in the planning process or about our permit system, please call us at (503) 584-7710.

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TYPICAL REQUIREMENTS OF PERMITS

The following are some common requirements that may be placed on these types of permits. Not all of these necessarily apply to your event.

To clarify the meanings intended in the use of these words, the following definitions are given:

1. **SHALL** – A mandatory condition. Where certain requirements of the permit are described with the “shall” stipulation, it is mandatory that these requirements be met.
2. **SHOULD** – An advisory condition. Where the word “should” is used, it is considered to be advisable procedure or usage, recommended but not mandatory.
3. **MAY** – A permissive condition. No requirement for procedure or application is intended.

1. All functions shall be planned in accordance with applicable Oregon laws. Participants in pedestrian events should use existing bike lanes, sidewalks, and paved shoulders and **shall** face oncoming traffic at all times. If there is no sidewalk or shoulder, they may use the extreme left edge of a two-way road, yielding to motor vehicles. Except in certain situations where traffic is being controlled by flaggers, participants are expected to obey traffic signs, signals, markings, and laws that apply to them.
2. Bicyclists are required to ride with the direction of traffic and are required to obey traffic signs, signals, markings, and laws that apply to bicycles and drivers of automobiles. Again, the only exception is when flaggers are allowed to control traffic.
3. Monitors can be utilized throughout an event and are encouraged. They can be of any age, but they are not allowed to control traffic. Monitors are sometimes requested to provide directions and regulate participants, record race times, and provide safety instructions.
4. Flaggers are typically required at those locations where vehicular traffic may be required to yield to participants of an event. An example is a very busy street where a large group of people may be crossing. Flaggers are not usually allowed where participants are expected to yield to traffic as required by Oregon law. In addition, there may be a time limit as to how long vehicles can reasonably be stopped by a flagger.

5. Flaggers shall be 18 years of age or older and properly trained. They must be equipped with radio communication, orange vests, and STOP/SLOW paddles in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). The only exceptions to this are when emergency services personnel (police, fire) are used as flaggers.
6. All flaggers must be preceded by advance warning signs that meet the requirements of the Department of Public Works. Sample signing diagrams are included.
7. Support vehicles on long distance events are expected to travel at normal highway speeds and shall pull over or turn around in safe locations along the roadway. They should not block or interfere with the passage of regular vehicular traffic any more than necessary. In some cases, support vehicles may also serve as front and rear pilot vehicles. These pilot vehicles may be required to confine the group to a specific length to reduce the conflict with other users of the roadway.
8. The beginning and ending areas, rest areas, overnight camp spots, or any other areas where participants, monitors, or observers may congregate, need to be located to provide adequate room so that vehicles and people can gather well off the roadway. Areas commonly used include parks, school grounds, and parking lots. For those areas not in Marion County right-of-way, permission must be obtained from the property owner or appropriate jurisdiction.
9. Sponsors of the event shall provide personnel to clean up the course immediately following the event. All animal waste and litter must be cleaned up.
10. If a course is proposed that appears to be unsafe, this office may require a change in event location and/or routing. For this reason, course review early in the planning stage is beneficial.
11. Without exception, all event participants shall yield the right-of-way to emergency vehicles, as required by law.
12. The permit will specify required traffic control signage. Sign supports need to be weighted so they do not blow over. Someone should be assigned to periodically review signs for proper spacing, visibility, and placement on the road shoulder.
13. An event representative must supply a Post Event Report to Marion County Department of Public Works, within ten calendar days following the event. The report shall include the total number of participants and descriptions of safety and security incidents. Law enforcement personnel may also provide the Post Event Report

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Procedures

PROCEDURES FOR OBTAINING AN EVENT PERMIT

1. Fill out a *General Land Development and Event Permit Application*. At minimum complete sections 1, 2, 3, 6, and 11. Sign and date on Page 5 of the *Application*.
2. Pay the appropriate fee for your event (see the fee schedule on the following pages or on our website).
3. Provide a Liability Insurance Certificate and Endorsement (see the *Liability Insurance Certificate and Endorsement Requirements and Example* on our website).
 - Show a minimum \$1,000,000 of general liability and attach an endorsement.
 - Name “Marion County, it’s Officers/Officials, agents, employees and volunteers” as “additional insured”.
4. Provide a map or sketch (see *Event Permit Map Example* on our website) showing the following: (see *Event Permit Traffic Control and Personnel Forms* on our website).
 - Planned route or course
 - Direction of travel
 - Beginning and ending stations
 - All rest stops
 - Proposed signing/traffic control plan
 - Proposed vehicle detour route (road closures only)
5. Provide a signature sheet (see *Event Permit Block Party Signature Sheet Example* on our website).
6. Provide a sample participant registration form/release of liability if available.
7. Provide any other information that you feel is pertinent to the permit.
8. Applications can be submitted either hard copy or digitally. Refer to the ***Applying for a Land Development and/or Event Permit with Marion County Public Works*** instructions on our website.

The review process takes time. For this reason, materials must be returned to Public Works a minimum of **45 days prior to the event**. Permits can be picked up approximately two weeks prior to the event. Be prepared to send a representative to this office to review any conditions and sign the permit when it is completed. If time allows, the permit can be mailed or faxed to obtain the necessary signatures.

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FEEES

The following fee schedule pertains to events that require the closure of county roads or the use of public right-of-way. These fees are used to offset the cost of processing the permits.

SOCIAL ACTIVITIES (i.e.: bike rides, pedestrian, parades, running events, etc.)	\$150.00
COMMERCIAL ACTIVITIES – UP TO 2 DAYS	\$500.00
COMMERCIAL ACTIVITIES – MORE THAN 2 DAYS	\$1,000.00

For activities that will require the County to incur additional costs, private work orders may be required in conjunction with this fee schedule.

If you have any questions regarding the fees for your event, please call (503) 584-7710.