

# Gallatin County Road and Bridge Department Special Event Permit Application

## Instructions

All Special Event Applications must be submitted at least 45 days prior to the event start date.

The application review process will not begin until the application fee is paid. Fee is \$35 per event, not to exceed \$100 for a series of events.

You must include all required documentation (See P.3) with your application, or your application will be denied.

This application is not a permit. No events may occur within the County Road Right(s)-of-Way until a Special Event Permit has been issued by the Gallatin County Road & Bridge Department.

If the application is approved, the applicant will be required to sign the Permit acknowledging acceptance of all conditions.

Return completed application and required documents to:

Gallatin County Road and Bridge Department  
205 Baxter Lane West  
Bozeman, MT 59718  
Phone 406-582-3250  
Fax: 406-582-3255  
Email: RoadDept@gallatin.mt.gov

## Application

Applicant Name: Last, First, M.I.

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Designated Representative (If different from Applicant Name): Last, First, M.I.

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Contact Information for Applicant or Designated Representative:

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Organization Name:

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Event Name: (This name will be printed on the Special Event Permit)

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Affected County Road Rights-of-Way:

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Description of Event Location:

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Event Type: (E.g. parade, foot race, motion picture filming, bicycling, walk, etc.)

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Permit Start Date and Time: (Include planned date/time set up)

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Permit End Date and Time: (Include planned date/time take down)

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Event Start Date and Time: (Actual date/time of event)

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Event Description (If more room is needed, submit the description as an attached document):

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Event Website (optional):

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Other Jurisdiction's Roads Affected (if applicable)

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Applicant or Designated Representative:

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**Signature**

**Date**

**Office Use Only**

Date Received: \_\_\_\_\_

Date submitted for processing: \_\_\_\_\_

Fee Paid \_\_\_\_\_

Check Number: \_\_\_\_\_

Paid By: \_\_\_\_\_

**Please submit all below documents in pdf format, or as hard copies, or your application will be denied.**

- OPERATIONS PLAN

- Start and end locations for the event with documentation for permission for the use of the locations.
- Parking maps and documentation verifying the agreement with the owner of the parking for the event.
- Emergency medical services and verification documentation from the emergency service providers.
- Sanitary facilities with documentation verification of the facility locations and approval.
- Public safety issues agreement from the Gallatin County Sheriff's department as to number of law enforcement officers that will be used
- Plan for communications between participants, volunteers and organizers during the event.

- TRAFFIC CONTROL PLAN AND COURSE MAPS

- Written description and aerial map detailing the route(s) including road names, path names, start, finish, directions of travel, turn locations, law enforcement, aid stations, volunteers, any lane closures, etc.

- METHOD OF HANDLING TRAFFIC (for lane closures)

*NOTE: The County Road & Bridge Department does not close roads without approval of the County Commission*

- Formal descriptions and maps of Manual on Uniform Traffic Control Devices (MUTCD) compliant traffic control plans and procedures with an accompanying contract for such services from trained and certified (MT-LTAP or ATSSA-TCT or equivalent) personnel.

- PUBLIC NOTIFICATION OF THE EVENT

- A copy of any fliers being published, newspaper article, the social media website, etc. that notifies the public of the event.

- CERTIFICATE OF INSURANCE

- Date of insurance certificate to be within the past 90 days.

*Note: The Certificate of Insurance does not have to be turned in prior to the 45day limit. It must, however, be submitted and approved prior to the permit being issued.*

- \$750,000/claim, and \$1,500,000 per occurrence minimum coverage including general liability and auto liability coverage
- Extended to spectators and participants
- Name "Gallatin County and its officers, employees and agents" as additional insured.
- List certificate holder as Gallatin County, 311 West Main St., Bozeman, MT, 59715
- Include date(s) and times (from setup to takedown) of event and event name on the certificate.