

VAN BUREN COUNTY ROAD COMMISSION

325 W. JAMES STREET, P.O. BOX 156

LAWRENCE, MICHIGAN 49064

Telephone: (269) 674-8011 Fax: (269) 674-3770 Email: vbcrc@vbcrc.org

Permit Fee: FREE

PARADE, BANNER, OR SPECIAL EVENT APPLICATION

*Applicant: _____ Contact Person (if different than Applicant) _____

Address : _____

Phone: _____ Fax: _____

E-Mail: _____ **Signature: _____

***NOTE:** If this is a request for a permit to temporarily close a highway, or a portion of the highway, and/or a permit for banners, decorations, or similar objects to overhang the traveled way of a highway, **the applicant must be an authorized official designated by resolution of the governing body of a city, incorporated village, or township per: MCL 247.323.**

****By signing this Permit Application, Applicant acknowledges that he or she has read the attached Rules Pertaining to Parade, Banner or Special Event Permit Applications, understands the Rules, and intends to be bound by the same.**

APPLICATION

Applicant requests a Permit for the purpose indicated in the attached plans and specifications (if pertinent) and as described below at the following location:

CITY/ VILLAGE _____ AND/ OR TOWNSHIP _____

NAME OF ROAD _____ from _____ (St/Ave) to _____ (St/Ave)

for a period beginning _____ at _____ AM/PM and ending _____ at _____ AM/PM.

DESCRIPTION OF ACTIVITY TO BE CONDUCTED: _____

PERMIT

A PERMIT HAS BEEN GRANTED IN ACCORDANCE WITH THE ABOVE CONTINGENT UPON THE FOLLOWING CONDITIONS, IF ANY: _____

Permit Issued by: _____

OFFICE USE ONLY:

Date Permit Mailed: _____

Date Permit Faxed: _____

Date _____

By: _____

Permit No. _____

**RULES PERTAINING TO PARADE, BANNER
OR SPECIAL EVENT PERMIT APPLICATIONS**

To promote public safety in the use of county highways, the Board of County Road Commissioners of Van Buren County encourages all organizers of special events to provide the Board with the time, place and routes of the events, regardless of whether a permit is required by these Rules.

1. This Permit is required for a parade, banner or special event pursuant to Public Act 200 of 1969, Driveways, Banners, Events and Parades, as amended and codified at MCL 247.321, *et seq.*

The Board of County Road Commissioners of Van Buren County (the "Board"), defines a "Parade" for purposes of the Act as:

"An organized special event involving a procession, assembly or congregation of people or things which, by its nature, will unduly interfere with the safe and free movement of traffic within a county highway right-of-way by making it impractical or impossible for the participants to comply with the Michigan Vehicle Code".

The Engineer-Manager of the Board will make the determination using his or her professional experience and judgment, whether a proposed event or activity constitutes a "Parade" for purposes of the Act.

NOTE A permit to temporarily close a highway, or portion of a highway, for a parade, celebration, festival, or similar activity, or a permit for banners, decorations or similar objects to overhang the traveled way of a highway, may be issued **only if requested by an authorized official designed by resolution of the governing body of a city, incorporated village, or township.** MCL 247.323 (Also see Paragraph 12).

2. A Permit Application must be submitted in the manner described on forms supplied by the Board and must be received by the Board at least thirty (30) days prior to the Parade.
3. A Permit Application shall state the nature of the activity for which the permit is requested, its proposed dates and times, and such other information as the Board may require.
4. If the Parade is a marathon, walk, run, bicycle or other similar event with a defined route along a county highway(s), a map of the proposed route must be provided with this Application. The issuance of the permit may be conditioned upon modifications to the route.
5. The Engineer-Manager of the Board, or his or her designee, will review the Permit Application using his or her professional experience and judgment to apply principles of traffic safety so as to promote the safe and efficient flow of traffic along county highways. The review may take into account, among other considerations: sight distance upon the highway or at intersections, traffic volumes upon the highway or at intersections, highway surface characteristics, and scheduled highway maintenance and repair procedures. Issuance of the requested permit may be conditioned upon modifications to the event, as well as the issuance of a Highway Closure Permit pursuant to these Rules.
6. No agent, employee or servant of the Permit Applicant shall be deemed to be an employee, agent or servant of the Board of County Road Commissioners of the County of Van Buren (a/k/a the Van Buren County Road Commission) for any reason. The Permit Applicant is solely and entirely responsible for its acts and the acts of its agents, employees and servants during the performance of the activities authorized by this permit.

7. The Permit Applicant shall indemnify, defend and hold harmless the Board of County Road Commissioners of the County of Van Buren (a/k/a the Van Buren County Road Commission) and its agents, employees or servants from liability, including all claims and losses, and all related costs and expenses (including reasonable attorneys' fees and costs of investigation, litigation, settlement, judgments, interest and penalties), accruing or resulting to any person or entity that may be injured arising from the permitted event.
8. The Board of County Road Commissioners of Van Buren County requires that at the time of Application, Applicant provide proof of insurance as follows:

\$2,000,000 General Liability, each occurrence

-OR-

\$1,000,000 General Liability, each occurrence

\$1,000,000 Umbrella Coverage, each occurrence

Insurance as set forth herein shall be in effect for a period of not less than the term of any permit and shall provide evidence that it cannot be canceled without ten (10) days advance written notice by certified mail with return receipt requested to the Engineer-Manager of the Board.

For good cause shown, this requirement may be waived at the discretion of the Engineer-Manager of the Road Commission, or his or her designee.

9. There is no fee for this Permit.
10. The Permit Applicant is responsible for contacting the responsible law enforcement agency prior to the event.
11. In the event of a failure to obtain any appropriate permit, the Van Buren County Road Commission shall have the right to halt such activity until such time that adequate compliance is made, including, but not limited to: obtain the necessary permit(s); pay all associated permit fees; and, pay a \$100 penalty fee. In addition, if any work has occurred that is not according to specification, the Van Buren County Road Commission may require the work to be (a) removed; (b) restore the area to its previous condition; and/or (c) work with the individual(s), group or organization to find an acceptable alternative.
12. A permit granting permission for the temporary closure of a highway for a reasonable length of time for a parade, celebration or festival ("Highway Closure Permit") may be issued by the Board only to the governing body of a city, village or township and only if requested by an authorized official designated by resolution of the governing body of the respective township, city and/or village. (MCL 247.323)
13. A Highway Closure Permit shall be issued subject to the following conditions:
 - (A) The closure or partial closure and the use of a detour route shall not unduly interfere with the safe and free movement of traffic.
 - (B) A suitable alternate location is not available for the parade, celebration or festival which is more acceptable for traffic safety and causes less interruption of traffic.
 - (C) A closure or partial closure normally shall be allowed during daylight hours only. When temporary nighttime closure is permitted, points of potential hazard, barricades and warning traffic signs shall be lighted at the permittee's expense. The lighting shall be in accordance with requirements and specifications of the Board.

14. Traffic control devices installed in conjunction with the closure or partial closure and the detour route shall conform to the provisions of the current Manual of Uniform Traffic Control Devices. Required traffic control devices may be furnished and installed either by the local governing body or by the Board. Costs arising from the installation, maintenance and removal of such devices shall be borne by the Highway Closure Permit Applicant.
15. The closure or partial closure of any highway shall not be for the purpose of allowing private commercial activities, such as advertising or sale of goods, wares or produce.
16. The Highway Closure Permit Applicant shall indemnify, defend and hold harmless the Board of County Road Commissioners of the County of Van Buren and its agents, employees or servants from liability, including all claims and losses, and all related costs and expenses (including reasonable attorneys' fees and costs of investigation, litigation, settlement, judgments, interest and penalties), accruing or resulting to any person or entity that may be injured arising from the permitted event.
17. The Board of County Road Commissioners of the County of Van Buren requires that at the time of Highway Closure Permit Application, the Applicant provide proof of insurance as follows:

\$2,000,000 General Liability, each occurrence

-OR-

\$1,000,000 General Liability, each occurrence

\$1,000,000 Umbrella Coverage, each occurrence

Insurance as set forth herein shall be in effect for a period of not less than the term of any permit and shall provide evidence that it cannot be canceled without ten (10) days advance written notice by certified mail with return receipt requested to the Engineer-Manager of the Board.

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