

SPECIAL EVENT PERMIT APPLICATION

In Accordance with Fairbanks General Code of Ordinances 78-572

Note: This Application should be used when requesting a permit for a parade or when planning an event requiring the use of sidewalks and/or city street closure(s). A complete application can be obtained on line at www.fairbanksalaska.us.



City of Fairbanks
Engineering Dept.
800 Cushman Street
Fairbanks, AK 99701
Ph: (907) 459-6741
Fax: (907) 452-5913

Permit No. _____

Instructions: Applications shall be submitted to the Engineering Department. The application shall be completed in a legible manner by an authorized representative of the group requesting the permit. The application will not be considered without payment of the nonrefundable fee, the Traffic Safety Plan, a map (provided) showing the location and/or a proposed processional route, and a notarized Waiver of Liability and Notification of Cost of Emergency Response form. The completed application along with the nonrefundable \$100.00 permit fee shall be filed no later than twenty (20) city business days prior to the requested event date. Late applications will be charged additional late fees as follows: Ten (10) or more but less than 20 city business days will be assessed \$200.00, less than ten city business days will be assessed \$500.00. If the application is approved, after review by the Fairbanks Police Department, Fairbanks Fire Department, Traffic Engineer and COF Public Works Department, the applicant will be contacted and if applicable, any additional safety requirements and/or fees shall be discussed. Payment for permit applications and additional services, if any, shall be made at the City Clerk’s Office, prior to the scheduled 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: _____

Start Time: _____ 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, utilize any city parking lots, city sidewalks, city bridges, and/or public parks? (Please clearly describe and/or mark on the attached map, the areas affected by your 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 _____.	
4.	Will the parade or event block traffic flow at any city intersection, or will it block any lane of traffic? (Please clearly mark on the attached map, the areas affected by your parade or event.)	Yes / No
5.	Identify the staging area for the event, if applicable, and where participants and/or spectators plan to park for the event?	
6.	Describe how you plan to control traffic and/or access to the parade route; including intersections where the event route may cross city streets. (Indicate where barricades and/or certified flag persons will be utilized 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 attached map.	Yes / No
9.	Describe how emergency response vehicles will be able to access the areas affected by the closure(s).	Yes / No
10.	Does your event involve activity alongside or in the Chena River? If so, what are your plans to provide for the safety of participants and for contingencies for possible river rescue?	

11.	Describe in detail how you plan to minimize litter and what clean up practices you plan to employ.	
12.	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 along, or closed, for your parade/event.	

Arterial Streets

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		23 rd Avenue, Davis Road	
Cowles Street		17 th 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 Fairbanks Police Department, the Fairbanks Fire Department, and the COF Public Works Department, 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 TSP and the use of certified flag persons and/or barricades. You may wish to utilize City resources to meet those requirements in accordance with an established fee schedule. 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 review and before final approval.

If safety measures are required to ensure public safety, and you choose to employ services by 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 will be assessed. Costs for minor damage to barriers and cones will 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 Uniform Traffic Control Devices (MUTCD) and follow an approved Traffic Safety Plan (TSP).

Should you be required to have certified flag persons at any point(s) along your parade or event, the flag person(s) must be a law enforcement officer or a certified flag person.

Fairbanks General Code of Ordinances 78-572

- (a) 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 Fairbanks Police or Fire Departments, shall occupy, march or proceed along any street or alley except in accordance with a permit issued by the city mayor or designee and such other regulations as are set forth in this article, or promulgated pursuant to this article, which may apply. An application for a permit issued under this section shall be 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) A permit fee, with deadlines for application, is 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 shall include actual labor costs (wage and benefits) and materials, if any, provided for the benefit of the permit holder. Disputes over additional fees may be appealed to the city council. Applicants for events that require a barricade package may either use a private firm that complies with the Manual Uniform Traffic Control Device Code or elect for the city to provide barricades and labor at a flat fee of \$1,000.00, provided that 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.

- (c) 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 to traffic control devices and the laws governing pedestrians and the operation of non-motorized vehicles; and (2) the event does not interfere with the normal use of the sidewalk, pedestrian way, or bike path by others not involved in the event.

- (d) The mayor shall promulgate regulations to insure that a parade or other special event does not jeopardize the public health, safety or welfare.

Do Not Write Below This Line

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 _____
 (Initials of COF Employee) Date

Close out: Additional Expenses incurred: YES/ NO

Amount of Payment Received: _____