



# RESOURCE MANAGEMENT AGENCY

5961 SOUTH MOONEY  
BLVD. VISALIA, CA. 93277  
PHONE (559) 624-7000 FAX  
(559) 740-4448

Michael Washam    Economic Development and Planning  
Reed Schenke        Public Works  
Sherman Dix         Fiscal Services

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REED SCHENKE, DIRECTOR

MICHAEL WASHAM, ASSOCIATE DIRECTOR

## **GENERAL INFORMATION:**

Per the Tulare County Code, Chapter 1, Sections 2-01-1005 through 2-01-101, all persons wanting to hold, manage, conduct, carry a parade, march or procession of any kind are required to obtain a permit to do so. Applications are available online at <http://www.tularecounty.ca.gov/rma/index.cfm/documents-and-forms/public-works-documents/transportation-documents/transportation-permits/>. Applications are also available at the Tulare County, Resource Management Agency (RMA) counter.

To ensure adequate time for processing, a completed Special Event Permit Application must be submitted at least 90 days prior to the event. Completed applications must include all of the necessary attachments. When an event requires re-routing traffic or road closures, a Temporary Traffic Control Plan (TTCP) must be submitted with the application, for approval by the County Traffic Engineer.

Tulare County does not provide traffic control devices for public use; however, you may purchase or rent these devices from a local vendor. It is the organizer's responsibility to provide all of the necessary traffic control devices and flagmen (if needed) on the date of the event. Painting of the County roadway, roadway shoulder or signs is prohibited and will be immediately removed by County forces at the applicant's expense.

The applicant is required to obtain any additional permits, if necessary, from other jurisdictions that may be impacted by the event. If the event takes place within a state route or incorporated city, the applicant must obtain a permit from the California Department of Transportation (Caltrans) or the corresponding agencies.

## **EVIDENCE OF INSURANCE:**

Prior to approval of this permit by the County of Tulare, Permittee shall file with the Resource Management Agency certificates of insurance as set forth in Exhibit A attached hereto.

Should you have any questions please call the RMA Special Events Permits at (559) 624-7000 or email [SpecialEvents@co.tulare.ca.us](mailto:SpecialEvents@co.tulare.ca.us). Please note failure to comply with any of the requirements may result in denial of the application, restrictions being placed on future events and/or denial of future applications.

RD/CAK

Updated 9/7/17

**APPLICATION INSTRUCTIONS:**

1. The application must be filled out completely.
2. Do not leave any fields blank, type N/A if not applicable.
3. Describe the event route, i.e. north on Road X to Avenue Y, then right on Avenue Y, etc.
4. Attach a route map.
5. If the event is being sponsored by an organization, include the organizations name and contact information.
6. Obtain signatures from three (3) residents within the judicial district.
7. Include a Temporary Traffic Control Plan if the event will require road closures and/or diverting traffic. The Temporary Traffic Control Plan must satisfy the requirements set forth in Chapter 6 of the California Manual on Uniform Traffic Control Devices 2014 edition.
8. **California Highway Patrol Endorsement (CHP) form:**
  - a) Fill out the top portion of the form completely
  - b) Describe the event route, i.e. north on Road X to Avenue Y, then right on Avenue Y, etc.
  - c) Attach a route map.
  - d) Include applicants name and contact information.
  - e) Sign and date the form.
  - f) Forward the form to the corresponding CHP office.
  - g) Once the endorsement has been approved forward the original to the RMA.
9. **Tulare County Sheriff Department Endorsement:**
  - a) Follow the same steps as the CHP endorsement above.
  - b) Forward the completed form to the corresponding Sheriff's Office.
  - c) Once the endorsement has been approved forward the original to the RMA.

**JUDICIAL DISTRICTS**

The County of Tulare is divided into the following Judicial Districts:

- (1) Dinuba
- (2) Woodlake
- (3) Visalia
- (4) Farmersville-Exeter
- (5) Tulare-Pixley
- (6) Lindsay
- (7) Porterville

Contact the Tulare County Sheriff's Office at (559) 733-6210 regarding the district boundaries.



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MICHAEL WASHAM, ASSOCIATE DIRECTOR

## SPECIAL EVENT PERMIT APPLICATION

Application is hereby made to the County of Tulare for a permit to hold, manage, etc., an event within County of Tulare right of way, other than a funeral procession. In support of said application, the Applicant makes the following statements:

EVENT INFORMATION					
Event Date:		From:		<input type="checkbox"/> am <input type="checkbox"/> pm	To: <input type="checkbox"/> am <input type="checkbox"/> pm
Event Name:					
Location:					
Community:		Judicial District:			
Description of event route, and attach route map					
SPONSOR INFORMATION					
Organization:				Phone:	
Address:		City:		State:	Zip:
CONTACT INFORMATION					
Name:		E-mail:		Phone:	
Address:		City:		State:	Zip:
REFERENCES					
TO BE SIGNED BY THREE REPUTABLE RESIDENTS OF THE JUDICIAL DISTRICT WHERE EVENT IS TO TAKE PLACE					
The undersigned state that they are residents of the judicial district of <input type="text"/> , and hereby certify as to the good character and reputation of _____, the Applicant, or managing agent of the same indicated					
<b>Signatures:</b>					
1. _____		2. _____		3. _____	
FOR TULARE COUNTY USE ONLY					
Insurance approved:		Approved by: _____ Reed Schenke - Public Works		Date: _____	
TTC Plan Approved:					
CHP Notice:					
SO's Notice:					



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FAX (559) 730-2653

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REED SCHENKE, DIRECTOR

MICHAEL WASHAM, ASSOCIATE DIRECTOR

## SPECIAL EVENT PERMIT APPLICATION

TULARE COUNTY SHERIFF'S OFFICE					
Event Date:		From:		<input type="checkbox"/> am <input type="checkbox"/> pm	To: <input type="checkbox"/> am <input type="checkbox"/> pm
Event Name:					
Location:					
Community:		Judicial District:			
Event description, include road closures and detours, if applicable					
Applicant's Name:			Phone:		
Address:		City:	State:	Zip:	
_____			_____		
Signature			Date		
FOR TULARE COUNTY SHERIFF'S OFFICE USE ONLY					
Agency:					
<input type="checkbox"/> Sheriff's Office Visalia 2404 W. Burrell Ave Visalia, CA 93277 (559) 733-6220		<input type="checkbox"/> Sheriff's Office Porterville 379 N 3rd St Porterville, CA 93257 (559) 591-5810		<input type="checkbox"/> Sheriff's Office Orosi sub-station 40765 Road 128 Orosi, CA 93647 (559) 591-5810	
<input type="checkbox"/> Sheriff's Office Pixley sub-station 161 N Pine St Pixley, CA 93256 (559) 757-3526					
Will special enforcement be provided? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Will special enforcement be re-imbursed? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If applicable, arrangements for reimbursement of special enforcement must be made between the Sheriff's Office and applicant.					
Comments:					
Approved by: _____		Signature: _____		Date: _____	
Print Name					



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## SPECIAL EVENT PERMIT APPLICATION

CALIFORNIA HIGHWAY PATROL							
<b>Event Date:</b>		<b>From:</b>		<input type="checkbox"/> am <input type="checkbox"/> pm	<b>To:</b>		<input type="checkbox"/> am <input type="checkbox"/> pm
<b>Event Name:</b>							
<b>Location:</b>							
<b>Community:</b>		<b>Judicial District:</b>					
Event description, include road closures and detours, if applicable							
<b>Applicant's Name:</b>						<b>Phone:</b>	
<b>Address:</b>		<b>City:</b>		<b>State:</b>		<b>Zip:</b>	
<div style="display: flex; justify-content: space-around; width: 100%;"> <div style="border-top: 1px solid black; width: 45%;"></div> <div style="border-top: 1px solid black; width: 45%;"></div> </div> <div style="display: flex; justify-content: space-around; width: 100%; margin-top: 5px;"> <span><b>Signature</b></span> <span><b>Date</b></span> </div>							
<b>FOR CALIFORNIA HIGHWAY PATROL USE ONLY</b>							
<b>Agency:</b>	<input type="checkbox"/>	CHP - Visalia #480 5025 W. Noble Ave Visalia, CA 93277 (559) 734-6767	<input type="checkbox"/>	CHP - Porterville #481 861 W Morton Ave Porterville, CA 93257 (559) 784-7444			
Will special enforcement be provided?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No			
Will special enforcement be re-imbursed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No			
If applicable, arrangements for reimbursement of special enforcement must be made between the CHP and applicant.							
<b>Comments:</b>							
<b>Approved by:</b>			<b>Signature:</b>			<b>Date:</b>	
Print Name							

## EXHIBIT A

### SPECIAL EVENT PERMIT INSURANCE REQUIREMENTS

As set forth below, PERMITTEE shall provide and maintain insurance for the duration of this Permit against claims for injuries to persons and damage to property which may arise from, or in connection with, performance under the Permit by the PERMITTEE, his agents, representatives, employees and subcontractors, if applicable. Prior to approval of the Permit by the COUNTY, PERMITTEE shall file with the County, evidence of such insurance.

Additional insured endorsements shall not be used to reduce limits available to County as an additional insured from the PERMITTEE's full policy limits. Insurance policies shall not be used to limit liability or to limit the indemnification provisions and requirements of this Permit or act in any way to reduce the policy coverage and limits available from the insurer (s). The certificate of insurance and endorsements are required prior to approval of the permit.

#### A. Minimum Scope & Limits of Insurance

1. Insurance Services Office Commercial General Liability coverage of \$1,000,000 combined single limit per occurrence (occurrence Form CG 00 01). If an annual aggregate applies it must be no less than \$2,000,000.
2. Insurance Services Office Form Number CA 00 01 covering Automobile Liability, (any auto) of \$1,000,000 per occurrence. If an annual aggregate applies it must be no less than 2,000,000.
3. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

#### B. Specific Provisions of the Certificate

1. If any of the required insurance is written on a claims made form, the retroactive date must be before the date of the event and must be maintained for 1 year after the event.
2. PERMITTEE must submit endorsements to the General Liability and Auto Liability reflecting the following provisions:
  - a. *The COUNTY, its officers, agents, officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of the PERMITTEE; or automobiles owned, leased, hired or borrowed by the PERMITTEE.*
  - b. *For any claims related to this project, the PERMITTEE's insurance coverage shall be primary insurance as respects the COUNTY, its officers, agents, officials, employees and volunteers. Any insurance or self-insurance maintained by the COUNTY, its officers, agents, officials, employees or volunteers shall be excess of the PERMITTEE's insurance and shall not contribute with it.*
  - c. *Each insurance policy required by this agreement shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days prior written notice has been provided to the County.*
3. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the COUNTY for all work performed by the PERMITTEE, its employees, agents and subcontractors.

- a. *Waiver of Subrogation. The workers' compensation policy shall be endorsed with a waiver of subrogation in favor of the COUNTY for all work performed by the PERMITTEE, its employees, agents and subcontractors. PERMITTEE waives all rights against the COUNTY and its officers, agents, officials, employees and volunteers for recovery of damages to the extent these damages are covered by the workers compensation and employers liability.*

C. Deductibles and Self-Insured Retentions

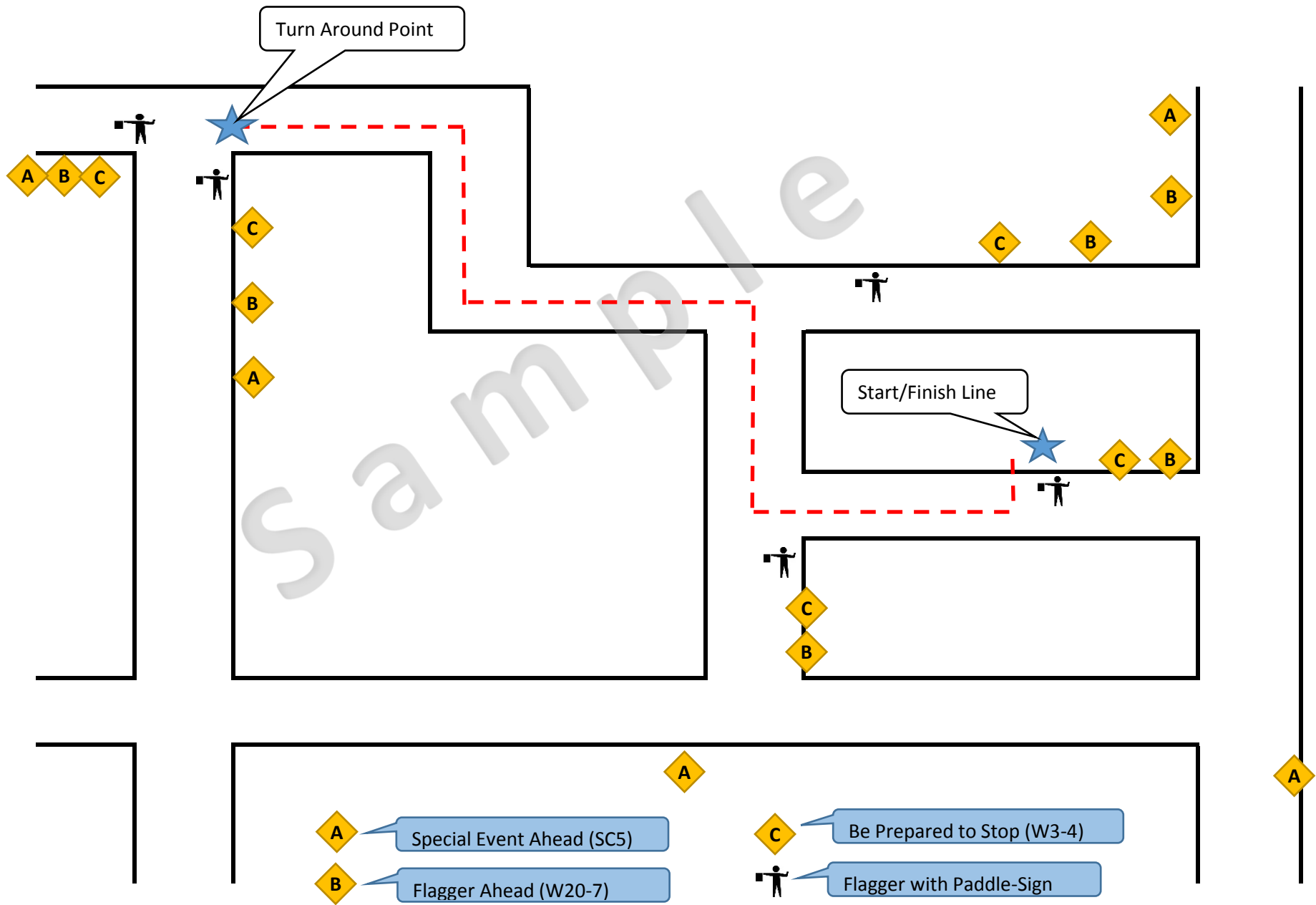
The COUNTY Risk Manager must approve any deductible or self-insured retention that exceeds \$100,000.

D. Acceptability of Insurance

Insurance must be placed with insurers with a current rating given by A.M. Best and Company of no less than A-:VII and a Standard & Poor's rating (if rated) of at least BBB and from a company approved by the Department of Insurance to conduct business in California. Any waiver of these standards is subject to approval by the County Risk Manager.

E. Verification of Coverage

Prior to approval of this Permit by the COUNTY, the PERMITTEE shall file with the submitting department, certificates of insurance with original endorsements effecting coverage and a copy of the declarations page from the policy in effect in a form acceptable to the COUNTY. Endorsements must be signed by persons authorized to bind coverage on behalf of the insurer. The COUNTY reserves the right to require certified copies of all required insurance policies at any time.



Additional details and or information may be required by the County, pending review and as determined by size and scope of the event.

FOR DEMONSTRATION PURPOSES ONLY  
NO SCALE