



CHELAN COUNTY

DEPARTMENT OF PUBLIC WORKS

316 WASHINGTON STREET

SUITE 402

WENATCHEE, WASHINGTON 98801

TELEPHONE (509) 667-6415

ERIC PIERSON, PE

DIRECTOR/COUNTY ENGINEER

EVENTS PERMIT

APPLICATION FOR EVENT OR ACTIVITY IN CHELAN COUNTY RIGHT-OF-WAY FEE: \$250

Permit must be received by Chelan County Public Works Department **ONE (1) MONTH** in advance of the event/activity date

APPLICANT INFORMATION		
Applicant (Print full name):		
Address:		
City:	State:	Zip:
Phone No:	Email:	
ORGANIZER'S INFORMATION		
Organizer's True Name:		
Address:		
City:	State:	Zip:
Phone No:	Email:	
UBI Number:		
NAME OF EVENT/ACTIVITY CONTACT: <i>Contacts must be on site during event in case they are needed by emergency responders</i>		
Name (Print):		
Email:		
Cell Phone Number:		
Alternate Contact Person: <i>Contacts must be on site during event in case they are needed by emergency responders</i>		
Organizer's True Name:		
Email:		
Cell Phone Number:		
EVENT INFORMATION		
Name of Event/Activity:		
Type/Description of Event/Activity:		
Date(s) of Proposed Event/Activity:		
Times for Proposed Event/Activity:		

Describe proposed route on county right-of-way, including start and end points, assembling points, and parking (please submit a map illustrating the route and other pertinent information):

Estimated number of people, vehicles, and/or animals expected to participate or be included in the event/activity (please provide detailed information):

Proof of permissions for event/activity officials, participants, and spectators to enter onto private and public property in relation to this activity (please submit documentation):

Proof of authorizations from other involved jurisdictions (please submit documentation):

Name of organizer's insurance company and policy number for coverage of this event/activity (please submit a certificate/proof of insurance showing coverage's and an endorsement including Chelan County as additional insured and providing that the organizer's insurance poly shall be primary insure for the event/activity):

Company:

Policy Number:

Describe organizer's previous experience with the conduct and administration of this type of event/activity:

Traffic plan, safety plan, race plan:

Will any road closure or lane/shoulder restrictions be needed? (Yes or No):

If yes, provide details:

IF A ROAD CLOSURE IS TO LAST IN EXCESS OF 12 HOURS, THE APPLICANT SHALL PUBLISH NOTICE IN A LOCAL PAPER AND POST ONSITE A MINIMUM OF 3 DAYS PRIOR TO THE CLOSURE IN ACCORDANCE WITH RCW 47.48.

Documentation for any requested waiver or exemption (please submit):

Other:

Plan for Event Clean-Up:

Applicant's Signature

Date and Place

Printed Name: _____

Title: _____

For County Use Only

- Chapter 9.26 of the Chelan County Code is incorporated by this reference.
- See attached Exhibit(s) _____ - _____ for additional conditions and route modifications.
- Fire Districts notified: _____
- Permit fee of \$250.00 (copy of receipt attached).
- Payment in advance for necessary public safety personnel and equipment in the amount of \$_____ (copy of receipt and related documents attached).

Reviewed and Approved:

Permit is Approved Denied

Chelan County Public Works Department

Chelan County Sheriff's Office

By: _____

By: _____

Date: _____

Date: _____

For questions, we may be reached at the following address, phone, or email:

Chelan County Public Works Department
316 Washington St, Suite 402
Wenatchee WA 98801

(509) 667-6415 or public.works@co.chelan.wa.us