



STANISLAUS COUNTY
DEPARTMENT OF PUBLIC WORKS
1716 Morgan Road
Modesto, CA 95358
Phone: (209) 525-4130
<http://www.stancounty.com/publicworks/>

PARADE - SPECIAL EVENT PERMIT

What Is The Purpose Of A Parade - Special Event Permit?

The parade - special event permit's purpose is to enable the County to monitor activities performed within County Road Right-of-way.

Issuing the permit assures that all traffic control plans are in place, and all appropriate law enforcement and emergency service agencies have been notified and approvals obtained.

When Is One Needed?

A Public Works parade - special event permit is required whenever activity is being performed within a Stanislaus County easement, roadway, or right-of-way, such as:

- Parade
- Bicycle Race
- TV Commercial
- Road Closure

What Is The Cost?

The permit fees are based on the most recent fee schedule adopted by the Board of Supervisors. The current parade - special event permit fee is **\$55** and covers administration and permit processing charges.

What Do I Need To Submit?

- Parade – Special Event Permit Application – completed and signed off by public safety agencies that have jurisdiction over the event. At a minimum the California Highway Patrol and the Stanislaus County Sheriff Department will have to sign off on the parade permit application.
- Parade/Race Route – A map of the proposed parade route, race route, or event location will be required.
- Traffic Control Plan – A map showing the plans for placement of traffic signs, detour signs, positioning of flagging and control personnel at key intersections, location and placement of volunteers and paid public safety officers along route or at event locations, placement of barricades, location of headquarters and aid station, location of restrooms, and plans for detour of traffic around the parade, race, or event. This map/plan may need to be separate from the parade/race/event map, especially where multiple detour routes may be involved or may be, with some events, part of the parade/race route. The proposed traffic control plan must conform to Part 6: Temporary Traffic Control of the current edition of the California Manual on Uniform Traffic Control Devices (MUTCD).



**STANISLAUS COUNTY
DEPARTMENT OF PUBLIC WORKS**

1716 Morgan Road

Modesto, CA 95358

Phone: (209) 525-4130

<http://www.stancounty.com/publicworks/>

PDF Available at: <http://www.dot.ca.gov/hq/traffops/engineering/mutcd/>

- Other Plans – For large events, such as motorcycle race events and major bicycle events, parking, public safety, and medical services plans may be required to be submitted.
- Certificate of Liability Insurance – A certificate issued by the insurance company that is providing liability insurance for the parade, race, or event showing the dates of the coverage for the event, the amount of coverage, and naming Stanislaus County as being co-insured. The public safety agencies such as the California Highway Patrol and Stanislaus County Sheriff Department will require to be shown as co-insured also. Other public safety agencies involved may require co-insurance to be indicated also. Stanislaus County requires a minimum of \$1,000,000 of liability insurance coverage for a parade/race/event.
- Parade - Special Event Permit Fee – The fee for a Stanislaus County Parade - Special Event Permit is **\$55.00**. A check made payable to Stanislaus County or cash is acceptable for payment prior to issuance of the permit. Public Works does not have credit card payment capability at this time.
- All applications **must be submitted** 30 days prior to event.
- Applicant/Sponsor must notify, local businesses, all essential services, the Modesto Bee, and property owners one week in advance of the event.

What Are The Steps In Applying/Obtaining A Parade-Special Event Permit?

1. **The Application:** Submit a completed application, traffic management plans, parade/race route, and Certificate of Liability Insurance to the Permit Technician.
2. **Approval:** The Permit Technician will verify application is complete, all documents are attached and appropriate signatures have been obtained. If all documents are complete the Permit Technician will refer the application to the Traffic Engineering Division for review and obtain approval of the County Roads Commissioner.
3. **Issuance:** Upon permit approval and fees collection, the Permit Technician issues the approved Public Works special event permit to the applicant.