



Approval process for Special Events in the City of New Haven Right-of -Way



For proposed events that are held on streets within the street function classification system.

1. Special event form (EV-1) to be completed and submitted by applicant to Director of Engineering, Utility Superintendent, and Police Chief for review. Fees will be applied if Police or Civilian workers' presence is required.
2. After review process applicant must appear before the Board of Public Works and Safety for approval.

For proposed events that are held on streets that are not in the street function classification system.

1. Special event form (EV-1) to be completed and submitted by applicant to Director of Engineering, Utility Superintendent, and Police Chief for review. Fees will be applied if Police or Civilian workers' presence is required.
2. After review process the approval is granted administratively by all three department heads.
3. If a permit is denied by staff the applicant can appeal to the Board of Public Works and Safety at a called meeting.

Rules governing special events located in City of New Haven right-of-way

1. Appropriate Alcohol Permits must be obtained when applicable.
2. Appropriate liability insurance must be obtained when applicable, naming the City of New Haven as the certificate holder and additionally insured.
3. Proper barricades and signage shall be used at all times.
4. The responsible person shall have the permit accessible and available during the event.
5. In the event of an emergency the roadway must be cleared immediately.
6. All litter and debris resulting from the event must be picked up and properly disposed of.
7. All tents shall be positioned in the street so as to allow the passage of emergency vehicles.
8. Tent anchors shall be of the ballasted type, the use of tent spikes are not allowed within the right of way.
9. Fees may apply (Ordinance #G-12-07) Police officers: \$37.50/officer for each hour or fraction thereof.
10. Fees may apply (Ordinance #G-12-07) Civilian employee/Utility worker: \$35.93/employee for each hour or fraction thereof.



City of New Haven Engineering Department Form EV-1

P.O. Box 570
815 Lincoln Hwy E.
New Haven, IN 46774
Phone 260-748-7030 Fax 260-748-7075
www.newhavenin.org

SPECIAL EVENT PERMIT APPLICATION / PERMIT

(Please Type or Print Clearly. Return to the Engineering office once completed)

Today's Date _____ Is this a new event **Yes or No** (circle one)
Name of Event _____ Type of Event _____
Is this event sponsored **Yes or No** (circle one) Name of Sponsor _____
Date of Event _____ Expected number of Participants _____
Beginning Time _____ Ending time _____

Name of Applicant _____ Work Phone _____
Address _____ Home Phone _____
E-Mail _____ Cell Phone _____
Fax _____
Responsible Person (other than applicant) _____ Work Phone _____
Address _____ Home Phone _____
E-Mail _____ Cell Phone _____
Fax _____

Do you anticipate requiring the use of any of the following?

Street _____ Water _____ Lights _____
Sidewalk _____ Crowd Patrol _____ Noise _____
Parking _____ Use of Public Building _____ Fire/Explosives _____
Traffic Control _____ Temporary Structures _____ Demolition _____
Other (Please Specify) _____

(Continued)

Describe **in sufficient detail** how the requested event will impact the public road right-of-way and your plan for mitigating the impacts to the right-of-way area. (Add additional sheets of paper if necessary):

Special permit provisions (include if Police Officers will be needed):

Prior to issuance of a permit, the Permittee shall designate a local agent to sign this permit who will have authority to represent the Permittee in all matters relating to the exercise of the privileges herein granted and who shall be responsible for compliance with those conditions.

Sponsor/Applicant

Signature of Authorized Agent

*****If A ROUTE IS TO BE USED: Submit a map with the route or area clearly drawn. Show north arrow, street(s), starting point, direction of travel, ending point, and any other information that would help identify the event.**

-----For Office Use Only-----

Permit # _____

Date Approved _____

Approved By:

Police

Utilities

Engineering

Fees (per Ordinance #G-12-07 as amended):

Police officers: \$ _____

Insurance verified

(\$37.50/ officer for each hour or fraction thereof)

Civilian employee/Utility worker: \$ _____

(\$35.93/employee for each hour or fraction thereof)