



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. Contact Jen Basting at jbasting@newhaven.in.gov or 260-748-7033 to set up meeting prior to permit being approved.
3. 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.



SPECIAL EVENT PERMIT

APPLICATION/PERMIT

Permit Number:
EV-22-__

Engineering Department | 815 Lincoln Highway East | New Haven, IN 46774 | 260-748-7030
www.newhaven.in.gov

**** Please follow the guidelines of the Allen County Department of Health, Indiana State Department of Health or the CDC when planning and participating in these events.****

SPECIAL EVENT INFORMATION:			
Name of the event		Type of Event	
Name of Sponsor (if applicable)		Is this a new event	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Event		Expected number attending	
Start Time		Ending Time	

APPLICANT:			
Name		Work Phone	
Address		Home Phone	
E-Mail		Cell Phone	
RESPONSIBLE PERSON (other than applicant):			
Name		Work Phone	
Address		Home Phone	
Email		Cell Phone	

Do you anticipate requiring the use of any of the following?					
Street		Water		Lights	
Sidewalk		Crowd Control		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 (PRINT)** _____ **Signature of Authorized Agent** _____ **Date**

*****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.**

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

FOR OFFICE USE ONLY			
Police		Date Approved	
Utilities		Date Approved	
Engineering		Date Approved	
Fire Department		Date Approved	
EMS		Date Approved	
Fees (per Ordinance #G-12-07 as amended)			
Police officers		(\$37.50 / officer for each hour or fraction thereof)	
Utilities		(\$35.93 / employee for each hour or fraction thereof)	
			Insurance verified / Date