



# BICYCLE RACE PERMIT CHECKLIST

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## CLACKAMAS COUNTY

Department of Transportation & Development

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Thank you for considering scenic Clackamas County for your cycling event. Attached are several forms that need to be completed for the County to consider your request. **A fee of \$150 is required to process and issue a permit. This is a non-refundable fee** per BCC Order 98-122. Please fill these out as completely as possible and submit completed packet to:

CLACKAMAS COUNTY-DTD  
ENGINEERING PERMITS SPECIALIST  
150 BEAVERCREEK RD.  
OREGON CITY, OR 97045

To assist you in putting together this event request, please consider the following checklist as you prepare your materials. Please call Sarah Robertson at 503-742-4654 if you have any questions:

- Has the application been submitted 60 days before the race?
- Is another road agency involved and is a permit being processed (check map for road jurisdiction)?
- Is required Insurance provided and are policy limits met? Is County named as additional insured?
- Has a map been provided showing all road intersections involved and how they will be treated?
- Does the map show where corner marshals and signs will be located? Certified flaggers are required when controlling public roads.
- Will police involvement be necessary?
- Will vehicle escort be provided if this is a road race?
- If roads are proposed to be closed, has the applicant requested the closure from the County (60 days required to process paperwork and notices)?
- Has the organization provided a copy of news release? Does it include dates, times, lengths of delays anticipated, and roads which will receive delays?
- Is there a media mailing list and date on which the news release will be mailed by the organization?
- Have residents and businesses been 30 days advance notification by organization of closure for a criterium or road race where the entire road is closed for less than four hours?
- Has permission been granted by all adjacent property owners for road closure in excess of four hours?
- Any other events scheduled which may cause a conflict?
- Are pre-race signs built to County specifications and do they have correct information?
- Is private land being used for staging or parking? Permission proven?
- Have been provisions made for removing debris/litter from County Roads following the race?
- Is adequate staging and parking space provided? Are toilet facilities available? (show permits, receipts, etc. to verify)
- Start/Finish banner to be used over County road (minimum height is 18')?
- Have procedures been arranged for emergency medical treatment?



# APPLICATION FOR BICYCLE RACE PERMIT

## CLACKAMAS COUNTY

Department of Transportation & Development

Authorized by BCC Order 98-122

DATE:	PERMIT NO.:
RACE NAME:	RACE DATE:

ACTIVITIES ANTICIPATED ON COUNTY ROADS

RACE TYPE:       ROAD RACE                       STAGE RACE                       BIATHLON/TRIATHLON  
                           CRITERIUM                               TIME TRIAL                       OTHER \_\_\_\_\_

COURSE INFORMATION:       TOTALLY CLOSED                       PARTIALLY CLOSED                       TOTALLY OPEN  
 (EXPLAIN IN RACE DESCRIPTION)

WILL RACE BE A USCF SANCTIONED EVENT?                       YES                       NO

ESTIMATED NUMBER OF PARTICIPANTS: \_\_\_\_\_

ESTIMATED NUMBER OF RACE SUPPORT STAFF: \_\_\_\_\_

RACE DIRECTOR OR ORGANIZER NAME	WORK PHONE NO.
ADDRESS	HOME PHONE NO.
CITY – STATE – ZIP	FAX NO.
CLUB AFFILIATION OR SPONSORS	Email Address:

RESPONSIBLE PERSON (OTHER THAN APPLICANT) NAME	WORK PHONE NO.
ADDRESS	HOME PHONE NO.
CITY – STATE – ZIP	FAX NO.
CLUB AFFILIATION OR SPONSORS	Email Address:

APPLICANT EXPERIENCE WITH SIMILAR EVENTS: \_\_\_\_\_

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\_\_\_\_\_

OTHER JURISDICTION INVOLVEMENT:

NAME:	NAME:
JURISDICTION:	JURISDICTION:
ADDRESS:	ADDRESS:
PHONE:	PHONE:
FAX:	FAX:

NAME:	NAME:
JURISDICTION:	JURISDICTION:
ADDRESS:	ADDRESS:
PHONE:	PHONE:
FAX:	FAX:



# BICYCLE RACE COURSE INFORMATION

## CLACKAMAS COUNTY

Department of Transportation & Development

	RACE DATE:
	DAY OF WEEK:
START POINT LOCATION:	BEGINNING TIME:
PARKING/STAGING AREA LOCATION:	ENDING TIME:

### ACTIVITIES ANTICIPATED ON COUNTY ROADS

<input type="checkbox"/> USE OF STREET	<input type="checkbox"/> BRIDGE(S)	<input type="checkbox"/> OTHER
<input type="checkbox"/> USE OF SIDEWALKS	<input type="checkbox"/> CROWD CONTROL	
<input type="checkbox"/> PARKING	<input type="checkbox"/> TEMPORARY STRUCTURES	
<input type="checkbox"/> TRAFFIC CONTROL	<input type="checkbox"/> LIGHTS	

RACE COURSE DESCRIPTION (ATTACH MAP):

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LIST UNSIGNALIZED INTERSECTION UNDER TEMPORARY TRAFFIC CONTROL & TYPE OF CONTROL:

LIST SIGNALIZED INTERSECTIONS UNDER TEMPORARY TRAFFIC CONTROL AND TYPE OF CONTROL:

USE OF LEAD AND SWEEP VEHICLES:     YES                       NO

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

RETURN TO:

CLACKAMAS COUNTY – DTD  
 PERMITS SPECIALIST – Engineering  
 150 BEAVERCREEK RD.  
 OREGON CITY OR 97045

NAME OF SPONSOR

\_\_\_\_\_

BY \_\_\_\_\_

DATE \_\_\_\_\_



# INSURANCE REQUIREMENTS CLACKAMAS COUNTY

Department of Transportation & Development

Give This Sheet to Your  
Insurance Carrier

This page is to be made a part of  
Insurance Policy  
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Before Clackamas County can issue a permit for a special event, the sponsor must provide proof of public liability insurance, including property damage, covering all the sponsor’s activities, including volunteers, arising out of the event.

The limits of liability under the policy shall not be less than \$200,000 for personal injury to each person, \$500,000 for each occurrence, and \$500,000 for each occurrence involving property damage; **or** a single limit policy of not less than \$500,000 covering all claims per occurrence.

The policy also shall bear the following endorsement:

“Without prejudice to coverage otherwise existing herein, Clackamas County and all other governmental bodies having jurisdiction in the area, their officers and employees are included as additional insured under this policy as to any claims or claims for injury to person, including death, or damage to property, resulting from or growing out of the activities of the named insured, including all volunteers, under the permit issued by the county for:

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*(name of event)*

“It is understood and agreed that this policy shall not terminate or be canceled prior to the completion of the event without first giving 30 days written notice of intention to terminate or to cancel said policy to the county.”

“Notwithstanding the naming of additional insured, the said policy shall protect each insured in the same manner as though a separate policy had been issued to each; but nothing herein shall operate to increase the insurer’s liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been named as insured.”

A certificate evidencing such insurance together with the above endorsement shall be submitted to the county and shall be subject to the approval of County Counsel on behalf of Clackamas County as to adequacy of protection.

Send Certificate to:

CLACKAMAS COUNTY - DTD  
PERMITS SPECIALIST - Engineering  
150 BEAVERCREEK RD.  
OREGON CITY, OR 97045



**INDEMNITY AGREEMENT  
CLACKAMAS COUNTY**

Department of Transportation & Development

Dated \_\_\_\_\_, \_\_\_\_\_

In consideration of the issuance of a permit by Clackamas County for \_\_\_\_\_,

to be held on \_\_\_\_\_, 20\_\_\_\_, the undersigned Permittee for the event hereby agrees to defend, indemnify and hold Clackamas County, the Board of County Commissioners and the officers, agents and employees of the county harmless from:

1.	All liability, damage, loss, cost or expense, including but not limited to attorney's fees, that the indemnities may sustain or incur on account of any damage to or destruction of any property that the county may own or in which it may have an interest:
2.	All liability, damage, loss, cost or expense, including but not limited to attorney's fees, on account of any damage to or destruction of any property belonging to any person, firm or corporations; and
3.	All liability, damage loss, cost or expense, including but not limited to attorney's fees, on account of any damage resulting from injury to or death of any person or persons
Resulting from or in any way connected with the use by the Permittee, its agents or employees, of the street, area or facility to which the permit pertains.	

\_\_\_\_\_  
Permittee

\_\_\_\_\_  
Signature of Authorized Agent