



**REQUIREMENTS AND APPLICATION FOR  
SPECIAL ROAD USE PERMIT  
OF COUNTY HIGHWAY RIGHT-OF-WAY**

**CHISAGO COUNTY PUBLIC WORKS DEPARTMENT**

Mailing Address: 313 North Main Street, Room 400

Center City, MN 55012

Office Address: 31325 Oasis Road

Center City, MN 55012

Main: (651) 213-8700 Fax: (651) 213-8772

Email: [Scott.Johnson@chisagocounty.us](mailto:Scott.Johnson@chisagocounty.us) Phone: (651) 213-8705

Joe Triplett, P.E.  
Director | County Engineer

Ben Hobert, P.E.  
Assistant County Engineer

Paul Gibson, L.S.  
County Surveyor

Bruce Lind  
Maintenance Superintendent

Ben Utech  
Traffic Operations Manager

Barbara Shimmon  
Finance | Office Manager

1. Special Road Use Permits are required for events occurring on county highway right-of-way, such as, parades, marathons, races, exhibitions, and festivals.
2. Use of the county highway right-of-way activities will not be allowed unless a legitimate public interest is to be served. Use of highway right-of-way not related to construction or maintenance requires contacting the Chisago County Public Works Department to obtain a Special Road Use Permit. This permit is required for any special event which calls for a complete or partial closure of the public right-of-way.
3. Applications for a Special Road Use Permit must be submitted at least 60 days prior to the special event.
4. The applicant/organization shall complete a Special Road Use Permit Application form. All applications must meet the following permit requirements:
  - a. Applicant/organizer shall abide by its proposed route, detour and lane closure plans and descriptions, emergency vehicle access plan, ingress and egress plan for property owners, and written traffic control plan as amended by Chisago County or local law enforcement agency in the Special Provisions section of this permit.
  - b. Applicant/organizer shall coordinate all road closures with the Minnesota State Patrol and local law enforcement agencies and arrange for adequate traffic control and for adequate law enforcement personnel, as determined by the local law enforcement agency.
  - c. Applicant/organizer shall conform with the terms of this permit, other applicable regulations of Chisago County, and any special provisions which are attached to this permit. The applicant shall comply with all applicable laws and ordinances, codes, and regulations. All detours and/or lane closures shall conform to the provisions of the most recent edition of the Minnesota Manual on Uniform Traffic Control Devices, Minnesota Temporary Traffic Control Field Manual, and Minnesota Flagging Handbook. These documents can be found on the [MnDOT Traffic Engineering website](#).
  - d. Traffic control plans must be approved by Chisago County Public Works.
  - e. Applicant/organizer agrees to restore the right-of-way to its original condition, including removal of all signage and litter after the event.
  - f. Applicant/organizer agrees to be responsible for damage done to the County's right-of-way as a result of the special event. All damages will become payable upon receipt of invoice.
  - g. Applicant/organizer is responsible for all costs involved as a result of the event.
  - h. If Chisago County aids the applicant/organizer in the form of traffic control devices, signs, and labor, the applicant/organization shall be billed for the actual costs incurred by Chisago County. The use of County Forces for traffic control shall be at the discretion of the Public Works Department.
  - i. Failure to abide by the requirements of the Special Road Use Permit may be cause for denial of future applications.
  - j. All participants shall obey traffic laws and any county employees or law enforcement who may be assisting for traffic control for the event.

- k. Applicant/organizer shall provide a main point of contact for the event. This person will be responsible for monitoring the event to ensure the safety of the public. This person shall be available during the event should law enforcement, county, city, or township officials or staff have concerns with public safety during the event.
  - l. Applicant/organizer agrees to assume entire responsibility and liability for all damages or injury to all persons, whether employees or otherwise, and to all property resulting from or in any manner connected with the operation of the event. The applicant/organization agrees to defend and indemnify the county, its agents, and employees from all such claims for which the county may be or may be claimed liable, and for all legal fees and disbursements paid or incurred to enforce provisions of this paragraph. The applicant/organization further agrees to obtain, maintain, and pay for such general liability coverage as will ensure the provisions of this paragraph.
  - m. Applicant/organizer shall provide Commercial General Liability Insurance which will indemnify Chisago County and its employees in amounts not less than \$1,000,000.00 per injury and \$1,500,000.00 per occurrence. Chisago County shall be listed as an additional insured.
5. Please contact Scott Johnson at [Scott.Johnson@chisagocounty.us](mailto:Scott.Johnson@chisagocounty.us) or (651) 213-8705 with any questions.



**APPLICATION FOR  
SPECIAL ROAD USE PERMIT  
ON COUNTY HIGHWAY RIGHT-OF-WAY**

**CHISAGO COUNTY PUBLIC WORKS DEPARTMENT**

Mailing Address: 313 North Main Street, Room 400  
Center City, MN 55012

Office Address: 31325 Oasis Road  
Center City, MN 55012

Main: (651) 213-8700 Fax: (651) 213-8772

Email: [Scott.Johnson@chisagocounty.us](mailto:Scott.Johnson@chisagocounty.us) Phone: (651) 213-8705

Joe Triplett, P.E.  
Director | County Engineer

Ben Hobert, P.E.  
Assistant County Engineer

Paul Gibson, L.S.  
County Surveyor

Bruce Lind  
Maintenance Superintendent

Ben Utech  
Traffic Operations Manager

Barbara Shimmon  
Finance | Office Manager

<b>APPLICANT INFORMATION</b>	
Name	Title:
Address:	
Email:	Phone:
<b>ORGANIZATION INFORMATION:</b>	
Name	
Address:	
Email:	Phone:
<b>EVENT CONTACT PERSON INFORMATION</b>	
Name	Title:
Email:	Phone:

**ATTACH A DETAILED SKETCH OF THE PROPOSED EVENT ROUTE. IF APPLICABLE, ATTACH A LANE CLOSURE PLAN AND DETOUR ROUTE.**

Application is hereby made for permission to place/hold a (an): (type of event)		
Event Location:	Estimated Number of Participants:	
Event Route:		
Event Date:	Event Start Time:	Event End Time:
Type of Closure Requested:	<input type="checkbox"/> Full Closure <input type="checkbox"/> Partial Closure <input type="checkbox"/> Shared Use	
Detour Date:	Detour Start Time:	Detour End Time:
Detour Route:		

<b>I/we, the undersigned, accept the requirements of the Special Road Use Permit and regulations of Chisago County and agree to hold harmless Chisago County for any and all claims resulting from the special road use specified on this application.</b>	
<b>Print Name:</b>	
<b>Title:</b>	
<b>Signature:</b>	
<b>Date:</b>	