ASSOCIATED HIGHWAY DISTRICTS

of Kootenai County

Special Use Permit Application

Permit for events, temporary activities, and use or occupancy of District right-of-way

AHD USE ONLY	
Permit #	*Assigned by District*
Received	*MM/DD/YYYY*
District	*HD*

READ FIRST	**Permit Path:** Phase 1 is the permittee application. Phase 2 is District review and approval. Phase 2 approval authorizes right-of-way (ROW) occupancy only for the approved event date(s), time(s), location, route, traffic control plan (TCP), insurance, and conditions. Date, time, route, or traffic-control changes require resubmittal of the application.

1	2	AUTHORIZED USE
EVENT APPLICATION	**DISTRICT REVIEW & APPROVAL**	Approved events may occupy ROW only during the approved dates, times, route, and conditions.
Permittee submits event information, site plan or route map, TCP, insurance, and contacts.	District reviews ROW use, traffic control, emergency access, insurance, and permit conditions.	

APPLICABILITY AND REVIEW BASIS	**Use this form for special events, temporary activities, or organized uses that occur in, occupy, close, or affect District right-of-way.** Examples include parades, races, walks, bicycle events, community events, filming, temporary activities, staging, road/lane/shoulder/pathway impacts, and related traffic control. Incomplete applications will delay review. Approval is event-specific and date-specific.

SECTION 1 Permittee, Event & District Information

Phase 1: Application Submittal

Highway District	☐ East Side HD ☐ Lakes HD ☐ Post Falls HD ☐ Worley HD	**Submittal Type**	☐ Standard ☐ Revision / Resubmittal
Permittee / Sponsor	*Organization or applicant name*	**Authorized Representative**	*Name and title*
Representative Email	*name@example.com*	**Representative Phone**	*Primary phone*
Event Name	*Event name*	**24-Hour Event Contact**	*Name and mobile phone*
Event Date(s)	*Approved dates requested*	**Event Time / ROW Impact**	*Start/end time and ROW impact window*

SECTION 2 Event Type & Right-of-Way Use

Phase 1: Application Submittal

Event Type	☐ Parade / Procession ☐ Run / Walk ☐ Bicycle Event ☐ Community Event ☐ Filming / Temporary Activity ☐ Other	**ROW Use**	☐ Full Road Closure ☐ Lane Closure ☐ Shoulder / Parking Use ☐ Sidewalk / Pathway Impact ☐ Staging in ROW ☐ Traffic Control Devices
Estimated Participants	*Number of participants / vehicles / spectators*	**Event Description**	*Brief event purpose and activity*
Event Route / Site	*Route, site, or staging location*	**Emergency Access Plan**	*Emergency/local access approach*
Setup / Teardown Times	*Setup, teardown, and ROW reopening times*	**Date / Time Changes**	*Changes require full resubmittal*

SECTION 3 Location, Route & Traffic Control Reference

Phase 1: Application Submittal

Road Name(s)	*Roads affected by event*	**Event Limits / Route Map**	*From/to limits or route map reference*
Nearest Address / Landmark	*Address, intersection, or landmark*	**City / Area**	*City, area, or neighborhood*
Traffic Control Plan Sheet(s)	*Plan sheet(s) or attachment reference*	**Detour / Closure Notes**	*Detour route, closure points, or N/A*

SECTION 4 Required Submittals *Submit with Special Use Permit Application*

☐ **Route Map:** Show event route, event area, staging, parking, start/finish, road closures, affected intersections, and adjacent access points.

☐ **Traffic Control Plan:** Submit a traffic control plan for any lane, road, shoulder, sidewalk, pathway, driveway, or public travel impact.

☐ **Insurance Certificate:** Provide insurance documentation naming the issuing Highway District as additional insured as required by the District.

☐ **Event Schedule:** Provide setup, active event, traffic control, teardown, and ROW reopening times. Date/time changes require resubmittal.

☐ **Agency Coordination:** Provide coordination with law enforcement, fire/EMS, city, school, transit, or other affected agencies when applicable.

☐ **Other Supporting Documents:** Provide notification plan, volunteer/flagger information, permit fee receipt, or other documents requested by the District.

REVIEW FOCUS: District review focuses on whether the event can be safely accommodated in the right-of-way with approved traffic control, emergency access, insurance, cleanup, restoration, and District conditions. Approval is limited to the approved event date(s), time(s), route, and conditions.

SECTION 5 Permittee Certification *Phase 1: Application Submittal*

By signing below, the Permittee certifies that the submitted information is accurate; that the event will not occupy or affect Highway District right-of-way until written approval is issued; that the event will be conducted only on the approved date(s), time(s), route/location, traffic control plan, insurance, and District conditions; that any date, time, route, or traffic-control change requires resubmittal; and that the Permittee is responsible for event safety, traffic control, cleanup, restoration, insurance, and compliance with District conditions.

Authorized Signature	*Signature*	**Date**	*MM/DD/YYYY*
Printed Name / Title	*Printed name and title*	**Permittee / Sponsor**	*Organization or applicant name*

SECTION 6 Highway District Special Use Permit Approval (AHD Use Only)

Permit Disposition	☐ Approved - ROW Occupancy Authorized ☐ Approved with Conditions ☐ Revise & Resubmit ☐ Denied		
Approved Event Date(s) / Time(s)	*Approved dates, times, route/location, and ROW impact window*		
Special Conditions / Notes	*District conditions, traffic control requirements, insurance requirements, access restrictions, cleanup/restoration requirements, or denial/revision reason.*		
Permit Number	*Assigned by District*	**Insurance / TCP Status**	*Accepted / notes*
District Authorized Signature	*Signature*	**Date**	*MM/DD/YYYY*
Reviewer	*Name and title*	**District**	*District name*
RESUBMITTAL	If event date(s), time(s), route, location, traffic control, or ROW impacts change after approval, the applicant must resubmit the full application for District review and approval before occupying the right-of-way.		

GENERAL CONDITIONS Attorney-Prepared General Conditions *Insert Final Legal Provisions*

[Attorney to insert District-approved general conditions, insurance, indemnification, traffic-control, cleanup, revocation, enforcement, and related legal provisions.]