



DEPARTMENT OF TRANSPORTATION

Special Events
1313 S. Mission Rd, Bldg. 11
Tucson, AZ 85713
(520) 724-2650

DOTSpecialEventPermits@pima.gov

Office Use Only
Permit No.
Resolution No. (If Applicable)

Per Ordinance No. 2007-114, SPECIAL EVENT PERMIT APPLICATION (SEPA)

Title of Event:

The undersigned makes application for a permit to enter upon a portion of the public highway, street, alley or drainage way for an organized special event

The SEPA must be submitted 90-Days prior to the event date. The SEPA must be accompanied by the,

- \$45.00 permit fee (payable to Pima County Treasurer)
Certificate of Insurance: Commercial General Liability not less than \$1,000,000.00. Pima County named Certificate Holder. Policy Statement: Pima County is named as an additional insured with respect to claims arising from the operations or acts of the permit holder with regards to the event named in the permit application.
Traffic Control Plan (At a minimum, a sketch of the route with any barricades, signs, volunteers, or off-duty Law Enforcement) Note: more complex events require more complex plans that will require additional time to review and may require meeting(s) of all personnel and agencies involved.

Event Date(s) Event Hours

Event Location or Route Traveled:

Individual or Company Full Legal Name (if applicable) Title of Representative

Name of Representative (First, Middle Initial, Last) E-Mail Address

Address Phone No. Fax No. Mobile No.

Traffic Control Plan Name of Barricade Company Address Phone No. Mobile No.

Estimated Number of Participants: Estimated Number and Type of Vehicles:

Age Group of Participants:

- Check all that apply:
Off-Duty Law Enforcement Required No Yes
Road Closure: No Yes
Assemble and disassemble staging areas: Location and description
Will there be any Parking Restrictions Will this be a timed or racing event
Will there be Collections, Acceptance of Gratuities or Fees for the event Will there be Sales of Food, Beverages, or Merchandise
Will there be Sales of Alcohol

\*All pertinent permits, as required by law, related to the above items are the sole responsibility of the applicant .

**NOTES**

- Applicant will provide the insurance requirements as provide in Pima County Code 10.45.080.
- If the event passes through any state right-of-way or other roadway under the jurisdiction of another municipality, the applicant is responsible to obtain any and all necessary permits from each jurisdiction
- Clean up of the route will be the responsibility of the Applicant and will be done following the event
- The applicant will provide reasonable means for informing all interested persons and all persons participating in the special event of the terms and conditions of such special event permit and applicable laws thereto.
- The special event will not unduly interfere with the orderly operation, and accessibility to either persons with disabilities and persons without disabilities, or public roadways, hospitals, parks, schools, or other public and quasi-public institutions in the county.

**STANDARD CONDITIONS**

- The applicant shall agree to indemnify, defend and hold harmless Pima County, its boards, commissions, officers, employees and agents from all suits, actions, damages or claims to which they may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of the special event and the activities permitted in connection therewith.
- Applicant will submit a traffic control plan and will contract for the proper barricades and warning devices as required on the approved traffic control plan on file with the Traffic Engineering Division.
- Applicant has not knowingly, or with intent to deceive, made any false, misleading or fraudulent statement of material fact in the application for special event permit or in any other document required pursuant to this chapter
- Applicant has met the standards in this chapter and paid in advance any and all fees required, and agreed to such conditions as are imposed in the special event permit
- Concentration of persons and/or equipment will not unduly interfere with proper fire and police protection, or ambulance service to special event and areas contiguous to such special event

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

**STANDARDS OF ISSUANCE (Pima County office use only)**

- Obtained and provided written proof of the issuance
- Paid special event permit fee: Check#  Amount Paid  Received by
- If any state right-of-way is part of the area to be used for a special event, the applicant is responsible to obtain any and all necessary permits from the Arizona State Department of Transportation and the Arizona State Department of Public Safety.
- If the route passes through, or is on a road located on the boundary of an incorporated municipality, or municipalities, the applicant is responsible to obtain the pertinent permit required for the special event by each municipality.
- Issuance of this special event permit does not relieve the applicant of the responsibility of acquiring any other permits required by law
- Applicant has contracted with the Pima County Sheriff's Department or others approved by the Pima County Sheriff's Department to provide any additional off duty law enforcement deemed necessary
- Applicant contracted for the proper barricades and warning devices as required in the traffic control plan submitted to and approved by the Traffic Engineering Division of the Pima County Department of Transportation

**ADDITIONAL REMARKS**

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PERMIT ISSUED DATE:

Pima County Engineer or designated representative

By:

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 Pima County Department of Transportation  
 1313 S. Mission Rd, Bldg. 11, Tucson, AZ 85713  
 (520) 724-2650



## Special Event Permit Notice

Pima County Department of Transportation  
1313 S. MISSION ROAD  
TUCSON, ARIZONA 85713

*A.R.S. §11-1604 Prohibited acts by county and employees; enforcement; notice.*

- A. A county shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or delegation agreement. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit county flexibility to issue licenses or adopt ordinances or codes.
- D. A county shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a county. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a county for a violation of this section.
- F. A county employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the county's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.
- H. A county shall prominently print the provisions of subsections A, B, C, D, E, F and G of this section on all license applications.
- I. The licensing application may be in either print or electronic format.

Under *A.R.S. §11-1606 License application process* Pima County is required to provide the following information:

### **Permit Process:**

Step One: Obtain a permit application from the Pima County Department of Transportation, 1313 S. Mission Rd., Bldg. 11, Tucson, Arizona 85713 or on-line at <http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=67513>

Step Two: Not less than ninety (90) days before the date on which the special event is to occur, submit the permit application for review and acceptance to the Pima County Department of Transportation, 1313 S. Mission Road, Bldg. 11, Tucson, Arizona 85713.

### **Time Frames:**

Written notice of issuance or denial within thirty (30) calendar days of receipt of a complete application.

Name and telephone number of a person(s) who can answer questions or provide assistance during the application process: Sandi Fuentes at 724-2650.



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The following email address will allow you to electronically communicate with the County:  
[DOTSpecialEventPermits@pima.gov](mailto:DOTSpecialEventPermits@pima.gov)

Under *A.R.S. §11-1609 Clarification of interpretation*, you may request that the County clarify its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that affects the issuance of your right-of-way use permit by providing the County with a written request that states: (1) Your name and address; (2) The statute, ordinance, regulation, delegation agreement or authorized substantive policy statement or part of the statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that requires clarification; (3) Any facts relevant to the requested ruling (4) Your proposed interpretation of the applicable statute, ordinance, regulation, delegation agreement or authorized substantive policy statement or part of the statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that requires clarification; (5) Whether, to the best of your knowledge, the issues or related issues are being considered by the County in connection with an existing license or license application.

If you disagree with a staff interpretation, you may appeal to the County Engineer.