



## MESA COUNTY ROADWAY SPECIAL EVENT

Submit the completed Roadway Special Event Application and signed Guidelines to:

**Mesa County Public Works**  
**Attention: Pam Hawkins**  
**Department 5013**  
**P.O. Box 20,000**  
**200 S. Spruce St**  
**Grand Junction, CO 81502**  
**970/244-1765**  
**970/683-4340 (fax)**  
**Pam.hawkins@mesacounty.us**

All items must be received **90 days prior** to your event. Approval by the reviewing agencies must be received before a Special Event Permit will be issued and mailed to you.



## Mesa County Special Event Policies and Procedures

These policies address the process whereby citizens/non-profits may request use of a Mesa County Road for their special event. **Request for use of roads should be made at least 90 days in advance of the event.** It is incumbent upon the applicant to facilitate the application through the process described below.

Applications for special events are available from Mesa County Public Works, (970) 244-1765, at the Mesa County Combined Services, 200 S. Spruce St, Grand Junction or on line at [www.mesacounty.us](http://www.mesacounty.us). Go to Mesa County Government Web Site-Administration link for further information. The application requires description of the event and map showing proposed county road location with suggested routes, number of participants, event history, contacts and insurance requirements.

Once the application is filled out, signoffs from the following departments will be obtained by Mesa County Public Works:

### **Mesa County Engineering Department:**

**Traffic Division**, Attn: Daniel Larkin, 970-254-4151 or [Daniel.Larkin@mesacounty.us](mailto:Daniel.Larkin@mesacounty.us) Located at 200 S. Spruce St.

**Mesa County Risk Management:** Attn: Dayton Waddell, 970-244-1868 or [Dayton.Waddell@mesacounty.us](mailto:Dayton.Waddell@mesacounty.us). Located at 544 Rood Avenue

**Mesa County Office of Emergency Management:** Attn: Chris Rowland, 970-255-5078 or [Christopher.Rowland@mesacounty.us](mailto:Christopher.Rowland@mesacounty.us). Located at 215 Rice Street

**Any review agency comments received must be addressed by the applicant prior to the final approval. Denial by any of the above review agents nullifies and voids the request. The County reserves the right to deny any events deemed to be an issue of safety or health for its citizens.**

**Bike races are not normally allowed on Mesa County Roads. A race permit must be submitted and signed by the Public Works Director and the Traffic Engineer.**

**Participants for other road events must follow all Colorado traffic laws.**

**Event organizers may have event volunteers to help direct event participants. At no time shall volunteers direct or stop traffic.**

**Please be aware that flaggers for any event on Mesa County Roads must be certified through a CDOT approved class.**

**MESA COUNTY, COLORADO**  
**Mesa County Public Works**

P.O. Box 20,000, 200 S. Spruce St, Grand Junction, CO 81502-5001  
(970) 244-1765  
FAX (970) 683-4340

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**MESA COUNTY ROADWAY SPECIAL EVENT APPLICATION**  
*(Please print or type information)*

Date of request: \_\_\_\_\_

Have you read the POLICIES AND PROCEDURES and GUIDELINES FOR ROADWAY SPECIAL EVENT for the proposed activity? \_\_\_\_ Yes \_\_\_\_ No

Name of Event: \_\_\_\_\_

Description of Event (e.g. foot race, parade, bike rally):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Responsible Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone(s): \_\_\_\_\_ cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

■ **EVENT INFORMATION** ■

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

CONTACT DURING EVENT \_\_\_\_\_  
(Name and Phone Number)

# of Participants Expected: \_\_\_\_\_

Description of Proposed Route (attach a map if helpful):

Starting Point: \_\_\_\_\_

Route: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ending Point: \_\_\_\_\_

Describe any other pertinent details that are part of your event (e.g. vehicles involved, stages, lighting, decorations, and barricades):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Note: Certain special events have insurance requirements and associated costs; please refer to the Guidelines document on the last page.***

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name:

**For additional information, please contact Mesa County Public Works at 244-1765.**

**MESA COUNTY, COLORADO  
OFFICE OF EMERGENCY MANAGEMENT**

215 Rice Street, Grand Junction, CO 81501

(970) 244-1763

FAX (970) 623-8481

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\* If you require assistance filling out the Emergency Communications or Emergency Medical Services plans, please call the Mesa County Office of Emergency Management at 970-244-1763 or 970-255-5078.

**Special Event Emergency Communications Plan**

How will event personnel be notified of an ill or injured person at the event?

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How will event personnel communicate with each other and/or the first aid station (if a first aid station is available at the event)?

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How will event personnel at the event activate the 911 system should an ill or injured person require ambulance or helicopter transport to a hospital?

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## Special Event Emergency Medical Services (EMS) Plan

Will you be providing on-site EMS at the event? \_\_\_\_\_ (Yes or No)

If yes, please answer the following questions:

How many personnel will be providing EMS services at the event? \_\_\_\_\_

What are the levels of EMS certification or medical training of EMS personnel at the event?

EMT-B \_\_\_\_\_ (check) How many? \_\_\_\_\_      EMT-I \_\_\_\_\_ (check) How many? \_\_\_\_\_

EMT-P \_\_\_\_\_ (check) How many? \_\_\_\_\_      RN \_\_\_\_\_ (check) How many? \_\_\_\_\_

Physician \_\_\_\_\_ (check) How many? \_\_\_\_\_

Are all of the EMT's currently Colorado State Certified? \_\_\_\_\_ (Yes or No)

Who is the medical director for the EMT personnel? \_\_\_\_\_

Under what protocols are the EMT's functioning? \_\_\_\_\_

Will there be a first aid station available at the event? \_\_\_\_\_ (Yes or No)

If yes, what level of medical care will be available at the first aid station? \_\_\_\_\_

\_\_\_\_\_

How will the EMS personnel be staged at the event? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What response methods will be used by EMS personnel at the event? (Check all that apply)

Walking \_\_\_\_\_ Bicycle \_\_\_\_\_ 4-Wheeler \_\_\_\_\_ Gator \_\_\_\_\_ Other Vehicle \_\_\_\_\_ Type? \_\_\_\_\_

Will there be an ambulance available on-site at the event? \_\_\_\_\_ (Yes or No)

If yes, what is the name of the ambulance service providing the ambulance? \_\_\_\_\_

\_\_\_\_\_

Have plans been made for a helicopter landing zone (100'x100') at or near the event? \_\_\_\_\_  
(Yes or No)

If yes, what are the coordinates of the helicopter landing zone? \_\_\_\_\_ (Please  
provide this in degrees, minutes, and seconds).

\* Please provide a map of the event site indicating the location of the first aid station (if there will be one), the staging locations of the EMS personnel, and the location of the helicopter landing zone (if planned).

**MESA COUNTY**  
**GUIDELINES FOR ROADWAY SPECIAL EVENT**

- Application for Roadway Events must be received 90 days in advance of the scheduled event.
- If a complete closure of road is requested, the applicant will have to obtain a written release from the property owners. Property owners have the right to disapprove if they feel it would be an inconvenience to them regarding entrance to their property.
- Upon final approval, the permit will be issued and returned to the applicant. Event coordinators must have the permit accessible for inspection during the event.
- This form must be signed and returned with the application.
- Provide and pay for the required liability insurance in the amount of \$1,000,000 and type specified by Mesa County (General Liability) and provide the County with a certificate of insurance as part of this application.
- **Bike races are not normally allowed on Mesa County Roads. A race permit must be submitted and signed by the Public Works Director and the Traffic Engineer.**
  
- **Participants for other road events must follow all Colorado traffic laws.**
  
- **Event organizers may have event volunteers to help direct event participants. At no time shall volunteers direct or stop traffic.**
  
- **Please be aware that flaggers for any event on Mesa County Roads must be certified through a CDOT approved class.**

**APPLICATION MAY BE DENIED FOR THE FOLLOWING REASONS:**

1. The event will create a hazard to the participant or other highway users, or will be an unreasonable inconvenience to motorists or property owners of the area. (This determination will be made by the Mesa County Sheriff's Department)
2. Mesa County has concerns regarding road closure and/or traffic control.
3. The application contains insufficient information to allow proper risk and/or cost analysis of the event.
4. Failure to submit application in time to complete processing in advance of the event.
5. Authorities from another jurisdiction deny closure of their roads, highways, or streets for the event.
6. Applicant failed to obtain required level and/or type of insurance.
7. The Communications or EMS plans are inadequate and the applicant is unwilling to make recommended changes. (This determination will be made by the Mesa County Office of Emergency Management in coordination with the local Ambulance Service Area provider.)
8. The event will create an undue burden on the local Ambulance Service Area provider. (This determination will be made by the Mesa County Office of Emergency Management in coordination with the local Ambulance Service Area provider.)

**False or misleading information on the application, or any attachment, will be grounds for denial or revocation of a permit.**

***For Special Events Involving Road Closures:***

If approved, the undersigned hereby agrees to:

Collect and return to Mesa County all "waivers," "releases," and/or "hold-harmless agreements" that may be required as part of this permit.

Pay all costs in excess of the estimated cost to Mesa County, if any, within ninety (**90**) days following the event. If estimated costs exceed actual costs, the balance will be refunded.

Participants, spectators, and event personnel are expected to clear the roadway for emergency vehicles.

No road in Mesa County will be completely closed unless it is authorized, in writing, by the Mesa County Board of Commissioners.

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Name of Organization

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Date