

TEMPORARY RIGHT-OF-WAY PERMIT INSTRUCTION:

As of July 2002, there are no permit fees for a temporary right-of-way permit. However, there are fees for off duty sheriff's used for traffic control. Contact Sheriff's Office(676-6650 main number) for information.

Answer all questions.

1. Application date – enter the date you complete the application
2. Name of organization – name of the group, organization, individual, etc.
3. Contact person – this is someone who is responsible for the event and can be contacted for questions and information during the day.
4. Address of organization – include street number, name, city, state, and zip code where executed permit will be mailed.
5. Daytime telephone number – of the contract person who can be reached during the day.
6. Fax – fax number if necessary to notify of further requirements prior to permit issuance. Otherwise, a letter will be mailed.
7. Event name – what is the name of your event (i.e. Discovery Days, Ski to Sea, etc.)
8. Number of participants – this would be an estimate of the number of individuals you expect to attend. This will assist with traffic control preparation.
9. Requested date – this is the date you would like your event to be held.
10. Starting time – when do you expect to require traffic control devices to be in place, not the actual time your event will begin. Often, traffic control must be in place hours prior to the start of an event.
11. Ending time – when do you expect traffic control devices to be removed and all traffic to have dispersed.
12. Location – an actual address such as 300 block to 1000 block of Front Street. Include a detailed street map* noting all impacted areas in order to remove all confusion with traffic control, route, barricades, intersections, parking, etc. clearly marked.
13. Is this a one-way street – answer yes or no.
14. Describe use of street – block party, parade, carnival, etc. Be specific and attach additional pages if necessary. Will Emergency Vehicles be able to access streets?
15. How will street be blocked – what type of traffic control devices will you use? Will you use trained and certified personnel to divert traffic? Will you use Whatcom County Public Works barriers? Be specific(type I, II, or III). NOTE: if you block a street you need traffic control devices. Please describe the devices (barricades, saw horses, public works barriers, etc.)
16. How many lanes of travel will be blocked – be specific. If all lanes will be blocked, please state. If there are lanes or alleys that must be considered, please state. If only the northbound lanes will be blocked and the southbound lanes are open, please state. If you only list 2 lanes, we will assume that this means all lanes of travel. NOTE: if you block any lanes of travel, certified flaggers shall be necessary. Please be specific and include all details on map. If you block all traffic lanes, you will require off duty sheriff assistance (there may be a fee for this service).
17. Is traffic control necessary – see #18 and 19 below. If you answer yes, please complete the following 3 blocks. See list of Whatcom County accepted barricade and sign types and fee schedule for details. If you answer no, put N/A in each of the following blocks. Be sure to post County Engineer approved signs **at least 2 weeks in advance** of the event notifying the public of any street closure. It is also suggested that you issue a press release identifying the date, times, and streets involved.
18. Number needed – specify the exact number of traffic control devices you need. Use additional pages if necessary.
19. Who will provide – necessary in order to determine who will be involved in the event. If you expect Whatcom County to provide, we need to know this.
20. Between what hours – be specific. If you need the street blocked by 10:00 AM, you might require traffic control devices at 9:00 AM.
21. Is litter control provided – yes or no. If yes, complete the next block.
22. If yes, by whom – private pickup, volunteers, etc. Be specific.
23. Are there animals involved – animals pose additional danger. If you answer yes, what kind?
24. What kind – horses, dogs,
25. Will there be music – yes or no. If yes, please indicate hours and kind.
26. Will there be floats – yes or no. If yes, please indicate general size and number.
27. Sign the application, print name, include date signed and name of organization.

*The purpose of a detailed street map is to establish the required traffic control plan or criteria and is to be submitted for review during which time Whatcom County reserves the right to request that the plan be revised or further detail listed prior to permit approval.

Your application can require **three to four weeks to process** depending upon issues requiring extensive review.