



**DOUGLAS COUNTY PUBLIC WORKS DEPARTMENT
APPLICATION FOR SPECIAL EVENT PERMIT**

Official Use Only

PERMIT # _____
AUTHORIZATION # _____

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

EVENT INFORMATION

Event Name: _____ Event Sponsor: _____

Event Date(s): _____ Event Start Time: _____ Event End Time: _____

Event Type: Run/Walk Cycling Parade Festival Litter Patrol/Clean-up Other _____

County Roads to be used in Event: _____

Approximate number of event participants: _____

REQUIRED ATTACHMENTS

Route Map (include begin and end locations, course direction arrows, and road names)

Traffic Control Plan

- Include any proposed lane closures or detours
- Include the location/placement of proposed signing, coning, staging areas, event spotters, pilot vehicles
- Applicant provided signs must conform to County Standards.
- Applicant may arrange to borrow special event signs from Douglas County at no cost by contacting our Operations and Maintenance Division at 541-440-4268 at least one week prior to the event.

Applicant Signature: _____ **Date:** _____ *

NOTE: This is not an application for land use authorization of an event permit. To determine whether land use authorization if required for this event, contact the city or county Planning jurisdiction in which the event will be held.

Submit application with attachments by mail or hand deliver to:

Douglas County Public Works Department
1036 SE Douglas Ave, Courthouse Room 304
Roseburg, OR 97471

By email: steve.williams@douglascountyor.gov