Clark County Public Works Event Traffic Control Permit

Public Works Road Maintenance & Safety
4700 NE 78th ST
Vancouver, WA 98665
PH: (564) 397-2434
FX: (564) 397-6106
Email: PWOverlegal@clark.wa.gov

A Street Use Permit is required when a county road is being used for purposes other than traffic flow.

Submittal requirements
The following information is required for a Street Use Permit:

- ❒ Applicant name and contact information-with e-mail. This will be the party responsible for the event. The permit will be issued to this person, neighborhood association, official committee, organization, business, etc.

- ❒ Fee. The permit fee is $14.00 and can be paid by cash, check or VISA/MC.

- ❒ Reason for closure.

- ❒ Flyer used to advertise the event, if one is being used.

- ❒ Date, times, locations and approximate number of people attending.

- ❒ A written description of the route (or roads to be closed), along with a map with the proposed area shown. **The map should indicate where the road will 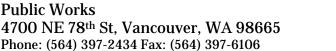be closed and detour routes**. Applicant may use MapQuest or a map book for the map. Neighbors must be able to access their homes.

- ❒ Proof of Insurance. The Certificate of Liability must show Clark County as the certificate holder and there must be a minimum of one million dollars in coverage. Applicant may contact their personal insurance agency or check the internet for agencies specializing in one-day event insurance.

- ❒ Large community events, such as a parade, require an approved Traffic Control Plan from Clark County Public Works – Transportation. Applicant must also coordinate with the Sheriff's Office on the Traffic Control Plan.

- ❒ If any state-roads are used, applicant must obtain approval from Washington State Department of Transportation.

Prior to the event
- ❒ Applicant must arrange for use of barricades at their cost, if barricades are needed to close roads. Barricades must meet legal requirements. The applicant can contact American Barricade in Portland for barricade rental.

☐ Local newspapers, such as the Columbian, Reflector, etc., must be notified ten days in advance by applicant for large community events like parades.

☐ Forty-eight hours prior to the event applicant must contact Clark Regional Emergency Services Agency (CRESA) at (360) 737-1911 and the Clark County Sheriff's Office precinct the event will be held in. They must also notify neighbors in the affected area.

Fax: (564) 397-6106

In Person: 4700 NE 78th St
Bldge A Front Office
Vancouver, WA 98665

Staff is available Monday through Friday from 7:30 a.m. to 3:30 p.m. with the exception of noon to 1 p.m. daily.

Contact: Diana Dugger
(564) 397-2434
PWOverlegal@clark.wa.gov

Additional considerations

When a Street Use Permit is used to close a road, Clark County's preference is to limit closures to side streets, dead ends or cul-de-sacs. All areas behind the blockage must have a detour to bypass the area.

Emergency vehicles must be able to access the area. Alcohol consumption, barbeques and live music are not allowed on the road in the closed area.

Submitting your information

A complete submittal packet is required prior to staff review. The required materials for large events must be submitted 60 days in advance. Small events such as block parties require submittal 15 business days prior to the event.

Applicants can submit materials by mail, fax or in person.

Mail: Clark County Public Works
Street Use Permits
4700 NE 78th ST
Vancouver, WA 98665

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Applicant To Fill Out The Following Information:

Applicant name: _____

Applicant address: _____

Applicant phone: _____ Fax: _____

Contact person: _____ Cell: _____

Email: _____

Event/Parade: _____
_____
_____

Description of Event: _____
_____

Dates of Event: From: _____ To: _____
Hours of Event: From: _____ To: _____

Road closure requested?   ☐ YES   ☐ NO

The applicant shall include with this request, plan sheets and descriptions detailing:

- Specific traffic control in the event area,
- How pedestrians will be accommodated in crossing and walking along the event area
- How adjacent property owners will be accommodated in and out of their property.
- Proposed detour routes and plans, *if road closure is requested this is mandatory*.

Traffic Control Plans will not be accepted for review unless all relevant information is provided by the contractor requesting the permit.

Clark County Public Works To Fill Out The Following Information:

Approval Stamp

This permit is valid for the following dates and times

Permit dates: From: _____   To: _____

Permit hours: From: _____   To: _____

Road Closures Are Not Authorized Unless Shown Below

Road closure allowed?		YES		NO
Detour plan approved?	YES		NO		N/A

If road closure is allowed by Clark County the dates and hours of the allowed closure are:

Dates of closure: From: _____   To: _____

Hours of closure: From: _____   To: _____

THERE WILL BE NO UNAUTHORIZED ROAD CLOSURES

If a road closure and detour plan is authorized by Clark County then the following shall be notified at least 72 hours prior to the closure being allowed:

- Emergency services – (360) 696-4461 or (360) 737-1911
- School district transportation (for each affected school district)
- Post office dispatcher
- C-Tran central office
- Waste Connections, Inc. (360) 944-2377

FLAGGING AND TRAFFIC CONTROL SHALL BE PERFORMED IN ACCORDANCE WITH WASHINGTON STATE LAW (INCLUDING, BUT NOT LIMITED TO: WAC 296-155-305 AND RCW 47.36.200), WSDOT STANDARD SPECIFICATIONS (INCLUDING, BUT NOT LIMITED TO: SECTIONS 1-07.23 AND 1-10). AND ANY ANNOTATIONS ON THE PLANS OR OTHER CONDITIONS REQUIRED BY THIS PERMIT.