



## Street Use Permit Request

- Use this form for parades, special events, and races that take place on streets or sidewalks.
- Please indicate if Alcohol Permit is requested, and include the deposit with submittal.
- For a neighborhood block party, please use the Residential Block Party form *instead of* this form.
- If your event takes place in a park, please follow the [Parks and Recreation process](#).
- Check with Environmental Health at the Missoula City/County Health Department for other required permits. ([envhealth@missoulacounty.us](mailto:envhealth@missoulacounty.us), 406-258-4755)

### **Timing**

You must submit this application and all required attachments at least two weeks prior to the event. However, if you plan to close a major street such as Higgins, or plan a closure within the greater downtown area, we recommend submitting the application at least 60 days in advance of the event to allow for MDT review and approval. There are also additional notification requirements.

### **Instructions: At least two weeks before your event,**

1. Review the required regulations in Sections 1-3 of this form as well as [Missoula Municipal Code \(MMC\) 12.58.010 through 12.58.100](#).
2. Fill out all the information in Sections 4 and 5.
3. Attach all of the following documents:
  - a. Map showing the area of closure. For parade routes or runs, you must show the entire route.
  - b. Traffic control plan as specified in Section 2.
  - c. Insurance certificate:
    - i. Must list the City of Missoula as an additional insured.
    - ii. Policy must be \$750,000 per claimant and \$1,500,000 per occurrence.
  - d. If the event takes place in the downtown area, you must notify the Missoula Downtown Association (406) 543-4238, all businesses adjacent to the event, and any businesses otherwise affected by the traffic disruption. Attach a list of the affected businesses you have notified, along with the name of the person you contacted.
  - e. Please see the map of state-maintained routes attached to this permit application: If the event takes place on a state-maintained route you must also attach the **approved permit** from the Montana Department of Transportation.
4. Take the form to Community Planning office along with the \$175 fee. (Cash, check, VISA, and MasterCard accepted.)
5. **For Alcohol Permit:** A refundable damage deposit is required - \$50 for Residential, \$1,500 for Commercial

*Please note: Submittal of this form does not constitute permit approval. The permit is not valid until all departments in Section 6 have signed off.*

## **Section 1: Event Type**

**Parades, Races (Foot/Auto/Bike), and Special Events** – Applicants for these events are required to provide a traffic control plan. The City urges the private sector to increase its role in community activities so that impacts on operating budgets and personnel can be minimized or eliminated. The Missoula Police Department will assist with traffic control when the organizer contracts with the Police Department to hire overtime officers, depending on staff availability. A traffic control plan will help all departments analyze the amount of personnel/safety equipment needed to control this type of event.

**Demonstrations** – Applicants for these events are required to fulfill the same requirements as parades and special events unless the demonstration is limited to public sidewalks and does not obstruct pedestrian or motor vehicle traffic. Organizers are encouraged to notify the Missoula Police Department (552-6303) in advance of sidewalk demonstrations in the event assistance may be needed. Because of the time sensitive nature of demonstrations, the City will make every effort to expedite permit requests for such events.

## **Section 2: Traffic Control**

The City of Missoula requires that the Event Sponsor place barricades or warning signs in the event a street is closed or rerouted. There must be staff at barricades to help explain the detour and time frame and direct participants to their staging area if applicable. The City does not provide these devices. On streets classified as [arterials or collectors](#), traffic control must be provided, placed, and maintained by a professional organization such as Mountain West or Poteet Construction.

Traffic control plans must include all of the following:

- Map or sketch of the route
- People present at intersections including their affiliation, safety equipment they will be using (e.g. orange vests, flashlight) and/or type of barricade
- Start and end locations of the event
- Number of parade units anticipated, if applicable (nothing over 40 feet in overall length)

Contact Community Planning, Development, and Innovation (552-6630) if you have any questions regarding proper signs and/or barricades.

## **Section 3: Insurance**

The City of Missoula requires that a Street Use Permit Holder have their own liability insurance policy.

- Minimum amounts are \$750,000 per claim and \$1,500,000 per occurrence
- The City of Missoula must be named as an additional insured for the event or activity for which the Street Use Permit is issued.
- A copy of the insurance policy Certificate of Insurance must be attached to the Street Use Permit prior to final approval.

**Section 4: Event Details \*one date per application**

Date of Event: \_\_\_\_\_ Time Event Begins: \_\_\_\_\_ Time Event Ends: \_\_\_\_\_

Name of Event & Sponsor: \_\_\_\_\_  
(i.e. Northside Block Party; Missoula Marathon; Parade)

Contact Person: \_\_\_\_\_ Contact phone: \_\_\_\_\_  
*Contact person **must** be available and present during the event*

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

Place of Assembly: \_\_\_\_\_

Place of Disbandment: \_\_\_\_\_

Nature of Event: (Describe in detail): \_\_\_\_\_

Number of Units/Participants: \_\_\_\_\_ Vehicles: \_\_\_\_\_ Pedestrians: \_\_\_\_\_

Alcohol Permit:

**Section 5: Acknowledgments & Indemnification**

The Event Sponsor acknowledges the duty to complete all additional requirements in Section 6 relating to each department listed as well as the list of responsibilities noted with this permit. By signing below, Organizer acknowledges that they have read City ordinance 12.58.010 through 12.58.100 as well as reviewed the policy and procedures of the use of Market Plaza, if applicable.

The event sponsors will defend, hold the city and its employees harmless and indemnify the city for any and all claims, lawsuits or liability including attorneys' fees and costs allegedly arising out of loss, damage or injury to person or person's property occurring during the course of or pertaining to the special event caused by the conduct of employees or agents of applicants.

\_\_\_\_\_  
Organizer Signature

\_\_\_\_\_  
Organizer's Name Printed

\_\_\_\_\_  
Address

\_\_\_\_\_  
Daytime Telephone

**Attachments:**

Map of closure or route: Yes \_\_\_ Insurance: Yes \_\_\_ Traffic control plan: Yes \_\_\_

Alcohol Permit: Yes \_\_\_ or Not Applicable \_\_\_

I have read City Ordinance 12.58.010 through 12.58.100

\_\_\_\_\_ Initial, please

**Section 7: Review and Approval**

**Community Planning ~ Engineering/Traffic Services (in person)**

Additional Requirements: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Parking Commission Approval (via email)**

Additional Requirements: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Parks & Recreation Approval (via email)**

Additional Requirements: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Fire Department Approval (in person)**

Additional Requirements: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Police Department Approval (in person)**

Additional Requirements: \_\_\_\_\_

PD to complete:

Insurance Certificate Attached? \_\_\_\_\_ Placed in Street Use Log? \_\_\_\_\_

Shift Supervisor advised? \_\_\_\_\_ Permit mailed to event coordinator? \_\_\_\_\_

9-1-1 advised? \_\_\_\_\_ Mountain Line advised? \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Issued**

Intake: Fee Received: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_

Permit approved by \_\_\_\_\_ Date: \_\_\_\_\_

**Montana Department of Transportation (MDT) permit required for streets shown in bold.**

For questions please call 406-523-5800, or visit the MDT website.

[http://www.mdt.mt.gov/other/webdata/external/maint/forms/MDT-MAI-004-SPECIAL\\_USE\\_PERMIT.PDF](http://www.mdt.mt.gov/other/webdata/external/maint/forms/MDT-MAI-004-SPECIAL_USE_PERMIT.PDF)

