

**Special Events Checklist for Complete Application Documentation**

(Please check off each item as you include it in the application and submit with the application)

- \_\_\_\_\_ Cover sheet completed, signed and dated
- \_\_\_\_\_ Written documentation describing the intended use for activities in the right-of-way
- \_\_\_\_\_ Overall event course map showing which roads or public rights-of-way that the event is wanting to occupy
- \_\_\_\_\_ Course map showing details of a Traffic Control Plan.  
  
All plans shall meet or exceed Manual on Uniform Traffic Control Devices (MUTCD) specifications. The County reserves the right to require the applicant to use a professional traffic control service for traffic control needs, or to alter plans as needed.
- \_\_\_\_\_ Jurisdictional approval in writing for use of any municipal street, state highway or other property that may be part of the proposed event route
- \_\_\_\_\_ Copy of advertisement prior to the event of proposed road closures and detours (if requested by the County)
- \_\_\_\_\_ Certificate of Insurance (does not need to accompany the application but must be submitted prior to the issuance of the permit)
- \_\_\_\_\_ Insurance requirement is \$1,000,000 minimum coverage, to include general liability and auto liability coverage
- \_\_\_\_\_ List certificate holder as: Missoula County, 200 West Broadway, Missoula, MT 59802
- \_\_\_\_\_ Include the date(s) and times from setup and takedown of event and event name on the certificate