

CITY OF MARQUETTE

Permits Required for Community Events, Special Events or Temporary Events which Occur in the Public Right of Way

What is a public right of way?

A public right of way is any land that has been deeded to the City or State of Michigan for ingress/egress to benefit the public. Rights of ways vary in size. The exact boundaries should be verified with the City Engineering Department as part of your event planning.

When is a permit required for Community Events, Special Events or Temporary Events which are planned to occur in the public right of way?

Many Community Events, Special Events or Temporary Events such as parades, marches, running/walking/biking/skiing events, block parties, and festivals involve some activity which will occur in the public right of way. Before using a public right of way for any Community Event, Special Event or Temporary Event, you must obtain a **permit** for that event from the City of Marquette's Engineering Department.

Specific ordinance language governing permit requirements may be viewed on the Community Development page of the City of Marquette web site at www.mqtcity.org.

The City requires public right of way permits in order to:

- Ensure the safety of the general public is maintained properly.
- Provide reasonable controls for the use of public facilities.
- Avoid conflicts and provide coordination among multiple activities.

How long does it take to process a permit?

In most cases the issuance of a permit will take approximately 5 working days. Larger events typically require more time. During this time, the City Engineering, Public Works, Police, Fire and the Parks and Recreation Department will review the application and note any items which need to be addressed before a permit can be issued.

Permit Fees

No permit fees are required for a Community Sponsored Event. Call outs of City personnel to provide services will be invoiced to the permit holder.

Insurance Requirements

The following insurance coverage is required for all Community Events, Special Events and Temporary Events conducted within the public right of way in which the event or activity will block a City Street, interfere with or impede traffic flow.

<Permitee> shall provide **City of Marquette** with certificates of insurance showing insurance coverage as noted below, stating that coverage afforded on their policies will not be cancelled, limited or allowed to expire until after 30 days written notice has been given to **City of Marquette**. <Permitee> shall maintain this coverage at all times during the performance of this agreement.

Workers Compensation coverage according to statutory requirements.

Comprehensive General Liability including contractual coverage with limits of at least \$1,000,000 per occurrence, \$1,000,000 aggregate bodily injury and \$1,000,000 aggregate property damage or \$1,000,000 Combined Single Limit.

Comprehensive Automobile Liability coverage, including owned, hired and non-owned vehicles with limits of \$1,000,000 per person, \$1,000,000 per accident bodily injury and \$1,000,000 property damage or \$1,000,000 Combined Single Limit.

City of Marquette will be named an additional insured on <Permitee's> insurance policies (except workmen's compensation insurance, in which **City of Marquette** will not be listed as additional insured or loss payees) and <Permitee's> policies will be on an "occurrence" and not on a "claims made" basis. <Permitee> will file with **City of Marquette**, on or before the commencement of the permitted event and at least ten (10) days before the expiration date of expiring policies, such copies of either current policies or certificates or other proofs, as may reasonably be required to establish <Permitee's> insurance coverage in effect from time to time.

Who is Responsible for Obtaining a Permit?

Ultimately, the organization which is sponsoring the Community event is responsible for obtaining a permit. An individual responsible for the event on behalf of the sponsoring organization (Community Event Coordinator) must be identified. Once the permit is obtained the responsible individual shall have in his possession a copy of the permit before any activity is commenced within the public right of way.

Pedestrian and Traffic Control

The permit holder is responsible for event traffic control signing in the public right of way. The permit holder is the person who is accepting the conditions of the permit, and as such, is directly responsible to see that the conditions stated on the permit and the traffic control plan are met.

Traffic control devices at event sites are needed to protect you, your co-workers, motorists, bicyclists, and pedestrians from encountering unexpected requirements of difficult maneuvers that may lead to incorrect driver reaction and result in an accident. Traffic controls should route traffic through or around the event area in a manner that is as similar as possible to that of normal roadway conditions, leading the driver along an easily understood and safe drivable path through the confusion of an event site. Any unusual, unrecognized, or

difficult to understand traffic control devices can result in the driver choosing an incorrect route, or at the least, blocking the flow of traffic which, in turn, may cause other problems.

All traffic control devices used must meet or exceed the current standards in the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) and the most recent Standard Specifications for Construction by the State of Michigan. Uniformity in device appearance and consistency in their use throughout the City will lead to better understanding by drivers, reduce confusion, and ultimately reduce accidents.

All traffic control devices used must be maintained throughout the event period to provide correct positioning and legible faces both day and night. Maintenance includes cleaning and replacement of dirty, missing or damaged devices. Day and night routine inspections are necessary, with the frequency based on common sense. Heavy traffic arterials require more frequent inspections. If inclement weather, vandalism, or other difficulties are experienced, more frequent inspections will be required. No standard schedule is suitable for all conditions. Follow-up action is required to make sure that any deficiencies found are corrected promptly. The permit holder is the person responsible for the inspections and corrective action.

Permit Posting

A copy of the permit issued for your Community Event, Special Event or Temporary Event must be available for viewing by City staff at the event field head quarters. The permit copy must be posted so as to be visible from the street in which the event is taking place. The posted permit copy shall be protected from any damage due to weather and event activities.

Who to Contact and Where to go

Community Event Coordinators who wish to hold a Special Event or Temporary Event in the public right of way should call Greg Borzick at the Engineering Department Office at 225-8990 prior to applying for a permit or visit the Municipal Service Center at 850 W. Baraga Avenue.

Permit applications can be picked up at the following locations:

City of Marquette
Municipal Service Center
850 W. Baraga Avenue

City Hall
Community Development
300 W. Baraga Avenue

On line at www.mqtcty.org on the home page in the forms link.