



# SECONDARY ROAD DEPARTMENT

Permit #

JOHNSON COUNTY ENGINEER  
Paul Wittau, P.E.

ASSISTANT COUNTY ENGINEER  
Rob Winstead, P.E. & P.L.S.

ASSISTANT COUNTY ENGINEER  
Ed Bartels, P.E. & P.L.S.

ASSISTANT COUNTY ENGINEER  
Matt Amelon, P.E.

ASSISTANT TO THE ENGINEER  
Jesse Ward, P.E.

MAINTENANCE SUPERINTENDENT  
Kevin Braddock

ASST. MAINTENANCE  
SUPERINTENDENT  
Shannon Smith

ROADSIDE VEGETATION MANAGER/  
WEED COMMISSIONER  
Chris Henze

4810 MELROSE AVE., IOWA CITY IOWA 52246 TEL (319) 356-6046 FAX (319) 339-6133

[www.johnsoncountyiowa.gov](http://www.johnsoncountyiowa.gov)

## PERMIT TO USE JOHNSON COUNTY RIGHT-OF-WAY FOR SPECIAL EVENTS

Please complete this form, sign, and return to [roads@johnsoncountyiowa.gov](mailto:roads@johnsoncountyiowa.gov)  
Or mail to: 4810 Melrose Avenue, Iowa City, Iowa 52246.

### Applicant Information:

Last Name		First Name		Phone Number		Email address		
Sponsoring Organization Name		Sponsoring Organization Street Address			Sponsoring Organization City		Sponsoring Organization State	Sponsoring Organization Zip

### Brief Description and Starting Location:

Type of Event	Date of Event	Time of Event			Number of Participants
Political Township	Township	Range	Section	Route Number	Secondary Road Name

### Detailed Description:

Fully describe the type of event. Include all additional road segments, townships, ranges, and sections not identified above. Also include if the route will be marked with signs, and when this will be done, as well as when the signs will be removed. Attach additional sheets as needed.

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**Attach maps and KML files fully detailing the proposed route to this application.**

Applicant Signature	Applicant Title	Date
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Permission is hereby granted for the above event in accordance with Iowa Code and subject to compliance with all: routes, specifications, regulations, notes, special conditions, and diagrams contained herein.

Approved by County Engineer or Designee	Permit Approval Date	Approved Event Date
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# REGULATIONS FOR USE OF JOHNSON COUNTY RIGHT-OF-WAY FOR SPECIAL EVENTS

## **AGREEMENTS: The applicant agrees that the following stipulations shall govern this permit:**

1) The Applicant/Permittee understands that by acceptance and use of this Permit, the Applicant/Permittee assumes full responsibility for any and all liability resulting from its, and its participant's, use of the public roadways and right-of-way.

In signing this application, accepting a permit for, and conducting this special event, I/we agree to abide by all the general provisions and special provisions contained herein and assume full responsibility and liability for conducting this event on the public roadways and right-of-way in Johnson County, Iowa.

The Applicant/Permittee expressly agrees to indemnify, defend, and hold harmless Johnson County, Iowa, its Board of Supervisors, elected officials, department heads, directors, officers, employees, and volunteers from any and all loss, liability, expense, claims, costs, suits, and damages including attorney's fees, arising out of Applicant/Permittee's operation or performance under this permit.

2) The Applicant/Permittee shall maintain in full force and effect, with insurance companies licensed by the State of Iowa, at the Applicant/Permittee's expense, insurance covering the operation of the Special Event. The Applicant/Permittee's insurance shall, among other things, be occurrence based and shall insure against any loss or damage resulting from or related to the Special Event regardless of the date the claim is filed or expiration of the policy. **Johnson County, Iowa shall be named as additional insureds, the Applicant/Permittee shall obtain an endorsement to the same effect.** All insurance policies required by this Agreement shall not be canceled or amended except with the advance written approval of the County. The Applicant/Permittee shall submit certificates of insurance, which indicate coverage and notice provisions as required by this Agreement, to the County upon execution of this Agreement. The certificates shall be subject to approval by the County. The insurer shall state in the certificate that no cancellation of the insurance will be made without at least thirty (30) days' prior written notice to the County. Approval of the insurance certificates by the County shall not relieve the Applicant/Permittee of any obligation under this Agreement.

3) This permit is valid only for the date specified on the permit. If the date of the event changes, a written request must be sent to the Johnson County Engineer. Written permission must be granted before the permit is valid for a new date.

4) All signage along the route shall comply with Iowa Department of Transportation Traffic and Safety Manual as well as the Manual on Uniform Traffic Control Devices (MUTCD) and must be breakaway signing. It is recommended that 18" x 24" wire yard signs be used for marking the route.

5) If signage is to be used along the route, signs shall not be placed more than 48 hours prior to the event and removed no more than 24 hours after the event. If signs are not picked up within 24 hours of the event, Johnson County staff will remove the signs and invoice the applicant for all labor and disposal costs associated with removing the signs.

6) No pavement markings will be allowed on Johnson County Roads.

7) All garbage, debris, etc. from the event must be cleaned up and removed from the right-of-way within 24 hours of the event.

8) This permit is only valid for roads under Johnson County jurisdiction. It is the responsibility of the applicant to acquire permission from all other person(s), organizations, and/or agencies whose jurisdiction they are using or crossing.

9) The Johnson County Engineer must be notified, in writing, of any and all changes to the event affecting the permit and permit application. Written acknowledgement and approval must be acquired by the Applicant/Permittee before all changes take effect.