



Saint Louis County

Public Works Department • Richard H. Hansen Transportation and Public Works Complex
4787 Midway Road, Duluth, MN 55811 • Phone: (218) 625-3830 • www.stlouiscountymn.gov

Division _____ Permit Number (office use) _____

Special Use Permit Application

Applicant Information

Permit Fee: \$35.00

Applicant Name _____	Organization Name _____
Address/City/State/Zip Code _____	
Phone Number (____) _____	E-Mail Address _____

Event Information

Name of Event _____	
Type of Event _____	
Event Location (township/municipality) _____	
Road(s) to be used for Event _____	

Date(s) of Event _____	Time(s) of Event _____
Estimated Number of Participants _____	Estimated Number of Spectators _____

Requirements (the applicant must attach documentation of the following items to this application)

1. General Liability Insurance
 - a. \$500,000 for claims of wrongful death and each claimant for other claims
 - b. \$1,500,000 each occurrence for claims
 - c. No less than \$2,000,000 aggregate coverage
 - d. St. Louis County must be named as an additional insured on the insurance certificate
2. Traffic control plan and adequate personnel to ensure the safety of the participants, spectators, and traffic

I, We, the undersigned, herewith accept and agree with the terms and conditions of this permit application and agree to fully comply therewith to the satisfaction of the St. Louis County Highway Engineer.

Applicant's Signature _____ Date _____

AUTHORIZATION OF PERMIT (PERMIT NOT VALID UNLESS BEARING SIGNATURE AND NUMBER)

In consideration of his/her/their compliance in all respects with the regulations of St. Louis County covering such events, permission is hereby granted for the event as described in this application. It is understood that this permit is issued subject to the approval of the local city or township authorities having supervision over the location of this event. It is further understood that this permit can be revoked by St. Louis County for violation of the permit requirements or the laws of the State of Minnesota.

Authorized Signature _____ Date _____

Return to: St. Louis County Public Works Department, 4787 Midway Road, Duluth, MN 55811

Terms

1. The Permittee shall restore the area and roads used to original condition.
2. St. Louis County may require the use of law enforcement officers and/or flaggers, which shall be at the cost and expense of the Permittee. All flaggers shall conform to the *Minnesota Flagging Handbook* which is included in the *Minnesota Temporary Traffic Control Zone Layouts Field Manual*. Flagging requirements include, but are not limited to, retroreflective clothing, stop/slow paddles and two-way radios.
3. St. Louis County will not provide traffic control services or traffic control devices to the event organizers. Design of all traffic control layouts, and deployment and maintenance of traffic control devices shall conform to the *Minnesota Manual on Uniform Traffic Control Devices* and shall be the responsibility of the Permittee.
4. The Permittee shall perform periodic inspection during the event and removal of traffic control devices as soon as safely possible after the event.
5. The event organizers must ensure the following items are completed before the closure of a county road:
 - a. St. Louis County Special Use Permit is approved
 - b. Notification of 911 Emergency Communications
 - c. Traffic control devices are in place (including a detour if required by St. Louis County)
 - d. Informing of occupants of abutting properties, either orally or by written notice, of parking prohibitions or access limitations
6. This permit does not imply an easement on private property. Any incursions or damages on such property shall be the sole responsibility of the Permittee.
7. This permit does not release the Permittee from any liability or obligation imposed by Federal or Minnesota law, local ordinances or other agency regulations relating thereto and any necessary permits relating thereto shall be applied for and obtained by the Permittee.
8. The Permittee shall indemnify and save harmless St. Louis County, its employees, and its agents from all claims, actions, demands, and judgments of any kind arising in whole or in part from any act or omission of the Applicant, and their agents, servants, or employees, incident to the performance of the contract and from all expenses in connection with such claims, actions, demands and judgments, and shall assume, without expense to the County, the defense of any such claims, actions, demands and judgments, irrespective of whether it is alleged, claimed, or proved in connection with such act or omission that negligence of the County or its representatives caused or contributed thereto.

(Revised April, 2013)