



# CITY OF SNOHOMISH

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · (360) 568-3115 · WWW.SNOHOMISHWA.GOV

## SPECIAL EVENTS PERMIT APPLICATION

EVENT:  New permit  Renewal

Title: \_\_\_\_\_

Event type (running event, concert, parade, community event, etc.) and description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this an event involving political or religious activity intended primarily for the communication or expression of ideas and/or protected by the First or Fourteenth Amendments to the US Constitution?

Yes  No

Date(s) of Proposed Event: \_\_\_\_\_

Hours of Operation From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

Set-up Date: \_\_\_\_\_ Time From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

Teardown Date: \_\_\_\_\_ Time From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

Number of Staff/Volunteers: \_\_\_\_\_ Estimated Number of Participants: \_\_\_\_\_

### MARKETING/ADVERTISING:

Attach samples of entry forms, fliers, pamphlets, and other forms of promotion:

Attached  Not provided

Will participants pay a fee? Yes  No

If fees are donations, please provide the name(s) of the beneficiary non-profit organization(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTACTS AND ORGANIZERS:**

Name of Applicant: \_\_\_\_\_

Organization: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: Cell: \_\_\_\_\_ Other: \_\_\_\_\_

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

Will this person have the authority to cancel or greatly modify event plans? Yes  No

Will this person be present at the event and in charge of the event at all times? Yes  No

Additional Authorized Individual: \_\_\_\_\_

Phone Number: Cell: \_\_\_\_\_ Other: \_\_\_\_\_

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

Will this person have the authority to cancel or greatly modify event plans? Yes  No

Will this person be present at the event and in charge of the event at all times? Yes  No

Emergency Contact (different than the previous listed contacts): \_\_\_\_\_

Phone Number: Cell: \_\_\_\_\_ Other: \_\_\_\_\_

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

Day-of/Onsite Contact(s): \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Will this person have the authority to cancel or greatly modify event plans? Yes  No

Will this person be present at the event and in charge of the event at all times? Yes  No

**EVENT LOCATION(S):**

LOCATION/STREET(S) INVOLVED (City of Snohomish boundary map:

<https://www.snohomishwa.gov/177/Property-Lookup>)

Describe area involved in event and attach map/route plan: Attached  Not provided

**Check all that apply and submit a to-scale map showing each** (Note that additional permits may be required):

City right-of-way (streets, sidewalks, etc.) to be impacted – map shows the beginning area, the route (with arrows) and finish area (include all areas even if they are outside City limits).

**Events with a proposed street closure or impacts to right-of-way must include:**

**Approved detailed traffic plan with name of the MUTCD provider, locations and type of barricades, and number attendants**

**Communications plan for notifying impacted merchants, residents, and businesses prior to the event**

**A map/proposal for at least one alternative route/location**

**For relay route event, maps must include “hand-off” points and areas of participant equipment impact.**

Partial/full closure of streets in the Historic District (see

<https://www.snohomishwa.gov/DocumentCenter/View/476/City-Zoning-Map?bidId=>)

Partial/full closure of Avenue D bridge and/or SR 9

Participant parking and/or staging areas

Entertainment, dance, tent, or stage locations. Provide a to-scale detailed drawing, describe music, sound, amplification, and any other noise impact and hours of each with the map.

Alcoholic beverage concession area. Detail containment of the site to ensure that alcohol is consumed by persons 21 or older, and types of alcohol with the map.

Non-alcoholic beverage concession area. Food concession/cooking areas. General merchandise concession areas.

Portable toilet facilities and handwashing facilities, provider, and specify how many of each at each location

Generators or other power source(s)

Water source(s) (for uses other than handwashing or sanitation)

First Aid facilities: List agency providing staff, stations, and equipment, including Name of Agency, Representative Phone, # of aid units (Ambulances, Medics, Doctors, etc.)

Security personnel and/or facilities: List agency providing staff, stations, and equipment, including Name of Agency, Representative Phone, # of units (private security, Deputy Sheriff’s Association, etc.)

Safety plan in case of inclement weather, threats to public safety, evacuation, etc.

Event Organizer’s Command Post or location during the event.

Garbage and/or recycling containers, provider, and specify how many at each location

**INSURANCE:**

Please check one:

**City Sponsored Event** or \_\_\_\_\_ **Department** event function.

**Co-Sponsored Event:**

List staff liaison and department involvement / control of event

\_\_\_\_\_

Signature of staff liaison: \_\_\_\_\_

Attach to this application other available insurance (policy name, number, amount) listing the City as an additional insured.

**Community Event**

Attach to this permit a Certificate of Insurance with Endorsement evidencing commercial general liability insurance written on an occurrence basis with limits of no less than \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury, and property damage. The City shall be named as an additional insured on the Commercial General Liability insurance policy and a copy of the endorsement naming City as additional insured shall be attached to the Certificate of Insurance. The insurance policy shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer’s liability. The insurance shall be primary insurance as respects the City.


*\*Acceptability of the form of the certificate of insurance and the amount of insurance coverage is subject to approval by the City*

**HOLD HARMLESS:**

Applicant/Permittee/User shall defend, indemnify and hold harmless the City of Snohomish, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the Applicant/Permittee/User, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Permittee/User, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Snohomish.

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Organization/Title: \_\_\_\_\_

Signature of Applicant:  \_\_\_\_\_

(FOR OFFICIAL USE ONLY)

APPROVED BY: \_\_\_\_\_ Public Works \_\_\_\_\_ Snohomish Police Dept.  
(initial) \_\_\_\_\_ Building Official/Planning \_\_\_\_\_ Code Enforcement  
\_\_\_\_\_ Snohomish Fire District 4 \_\_\_\_\_ Mayor/Administrator/Designee  
\_\_\_\_\_ Community Engagement Dept. \_\_\_\_\_ City Attorney

IF A CONTRACT FOR THE SNOHOMISH CARNEGIE IS REQUIRED, APPROVED BY:

\_\_\_\_\_ Community Services Program Specialist

THIS EVENT WILL REQUIRE A CONTRACT: Yes  No

PERMIT DETAINED/DENIED FOR THE FOLLOWING REASONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECOMMENDED APPROVAL WITH THE FOLLOWING CONDITIONS: \_\_\_\_\_

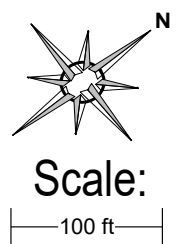
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVAL/DENIAL BY: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME OF CITY STAFF

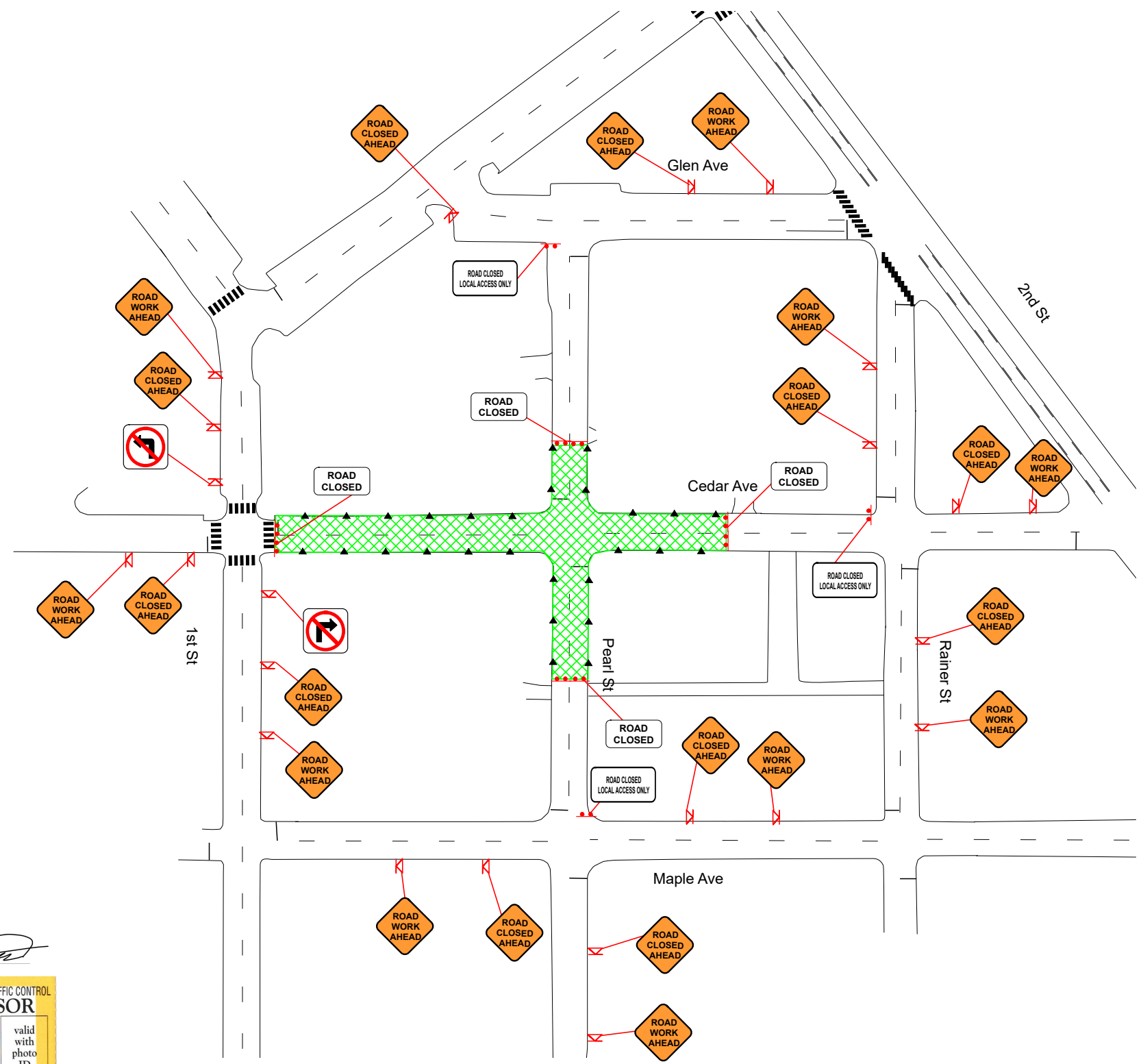
	FEE	STAFF INITIAL	DATE
Application Fee	\$ _____	_____	_____
Damage Deposit	\$ _____	_____	_____
Additional Costs	\$ _____	_____	_____
TOTAL PAID	\$ _____	_____	_____
TOTAL REFUNDED	\$ _____	_____	_____

**SPEED LIMIT**  
**25**



All Signs & Spacing to conform to the MUTCD

# TCP: Cedar Avenue & Pearl Street



### Legend

- Work Area
- Class B Sign
- Type III
- T-39 No Park

### Manifest

- 10 x W20-1 road work ahead
- 11 x Type III
- 11 x W20-3 road closed ahead
- 1 x R3-1 no right turn
- 1 x R3-2 no left turn
- 3 x RC Local Access
- 4 x R11-2 road closed R11-2
- 28 x T-39 No Park

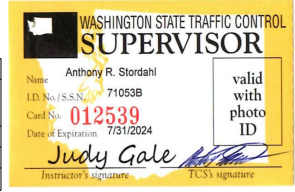
CHANNELIZING DEVICE SPACING (FEET)		
MPH	TAPER	TANGENT
50/70	40	80
35/45	30	60
25/30	20	40

SIGN SPACING=X (FEET) (1)		
FREEWAYS & EXPRESSWAYS	55/70 MPH	1500±(OR AS PER MUTCD)
RURAL HIGHWAYS	60/65 MPH	800±
RURAL ROADS	45/55 MPH	500±
RURAL ROADS & URBAN ARTERIALS	35/40 MPH	350±
RURAL ROADS, URBAN ARTERIALS, RESIDENTIAL & BUSINESS DISTRICTS	25/30 MPH	200± (2)
URBAN STREETS	25 MPH OR LESS	100± (2)

(1) All spacing may be adjusted to accommodate interchange ramps, at-grade intersections, and driveways.  
 (2) The spacing may be reduced in urban areas to fit roadway conditions

Lane Width Feet	MINIMUM TAPER LENGTH (L) IN FEET									
	25	30	35	40	45	50	55	60	65	70
10	105	150	205	265	450	600	550			
11	115	165	225	295	495	550	605	660		
12	125	180	245	320	540	600	660	720	780	840

4/27/2023



Date: 9/14/2022 Author: Anthony Stordahl, TCS #012539 Exp 7/31/2024 Phone: (206)372-1452  
 Email: antstordahl@yahoo.com Anthony Stordahl Consulting, LLC: .

Comments:  
 Work Hours: Thursdays, May through September 11:30a-8p.  
 Type of Work: Weekly Farmers Market

Contact info  
 Sarah Dylan Jensen  
 425-280-4150

