

## I. SPECIAL EVENTS POLICY

### A. Purpose

The purpose of these regulations is to establish policies and procedures for accommodating special events in the right-of-way of the County Highway System, which will provide public benefits consistent with the preservation of the integrity, safety, and visual qualities of the County Highway System. These regulations apply to all special events in highway right-of-way in which the County has interest.

### B. Definitions

**Bike Events** – bike events or bicycle races for speed and time along County highways. The events may require closure of County highways to allow safe travel to the cyclists. The highways shall not be closed any longer than a 12-hour period.

**Block Parties** – An organized party or gathering that is taking place where the County highway is closed to the motoring traffic. To be an authorized party or gathering proper detour and closure signage shall be up and in compliance with the Illinois Highway Code and IDOT Highway Standards.

**Club Events** – An organized gathering of motorized vehicles or bicycles participating in a sanctioned club or sponsored event along the County Highway System.

**Filming** - An organized gathering for the purpose of filming movies, commercials or documentaries along public highways. The filming may require closure of public highways to allow safe working conditions to the participants.

**Illinois Highway Code** – The Illinois Compiled Statutes, 605 ILCS 5/1-101 *et. seq.*

**Parades** - An organized procession, march, or moving display along the County highway where the highway is closed to the motoring traffic.

**Walking / Running Events** - An event where participants compete for time or walk to raise money for organizations along County highways. The event may require closure of County highways to allow safe travel to the participants.

### C. Permit Application Requirements

A Special Events Permit will be required for any proposed use of the County right-of-way. The following is a list of the most common events in the right-of-way.

1. Block parties
2. Bike events or races
3. Club events
4. Walk/running events

5. Parades
6. Filming

A permit is required for the occurrence of any of the above listed events in the County right-of-way. A permit will not be required if the event takes place outside the County right-of-way.

**D. General Requirements**

**Authority of County**

A "permit" from the County Engineer grants permission only to undertake certain activities in accordance with these regulations in a County right-of-way and does not create a property right or grant authority to the Applicant to impinge on the rights of others who may have an interest in the right-of-way. Such others might include an owner of an underlying fee simple interest if the right-of-way is by grant of an easement, an owner of an easement, or another Applicant. It is the responsibility of the Applicant to satisfy all owners of property within or adjacent to County right-of-way or highway easements.

**Written Consent**

Only a permit issued by the County Engineer under this policy will satisfy the "written consent" requirements of the Illinois Highway Code.

**Compliance**

The Applicant shall comply with all other applicable laws. The issuance of Special Events Permit by the County Engineer does not excuse the Applicant from complying with other requirements of the County Engineer (e.g., oversize and overweight vehicles) or the requirements of other local, state, or federal agencies.

**Compliance by Other Agencies**

State, County, township, municipalities, and other local units of government are subject to all the requirements of this policy.

**Bike Events**

Bike events or races shall not be set up sooner than one (1) hour before sunrise and must be completed and the County right-of-way cleaned up and opened to the motoring public one (1) hour before sunset. All items placed in the County right-of-way by the event organizer must be removed promptly at the end of the day's events. The bike event or organizer shall be responsible for all traffic control required to hold the event or close the County highway for the event. Bike events shall not be allowed on County Highways with an Average Daily Traffic (ADT) greater than 5000.

### **Block Parties**

Block Parties shall not be set up sooner than one (1) hour before sunrise on the day of the event, and the event must be completed and the County right-of-way cleaned up and opened to the motoring public by 11:00 pm the night of the event. The block party shall go no longer than 18 hours and no alcoholic beverages shall be sold or consumed in the County right-of-way. All items placed in the County right-of-way by the event organizer must be removed promptly at the end of the day's events. The block party organizer shall be responsible for all detours and road closures for the event.

### **Club Events**

Club events shall not cause the motoring traffic to be delayed, disrupted or detoured due to the collecting, distributing, dropping off, transferring or exchanging items amongst club members, pedestrians, and other motor vehicles within the County right-of-way. The event shall not cause the participants of the event to cruise the same County highway more than one (1) time in a 24-hour period.

### **Walking/Running Events**

Walking and/or running events shall not be set up sooner than one (1) hour before sunrise and must be completed and the County right-of-way cleaned up and opened to the motoring public one (1) hour before sunset. All items placed in the County right-of-way by the event organizer must be removed promptly at the end of the day's events.

### **Parades**

Parades shall not close the County highways to the motoring traffic until one-half (½) hour before the parade is to begin. No parade shall begin before 9:00 am and all parades shall be over before sunset. All detours shall be picked up and the County right-of-way opened to the motoring traffic within two (2) hours of the finish of the parade.

### **Filming**

Requirements for the filming of movies, commercials or documentaries will be need to be determined on a case-by-case basis by the County Engineer. All items placed in the County right-of-way by the organizer must be removed promptly at the end of the filming event. The filming organizer shall be responsible for all signage, detours and road closures required for the event. If completion of this item requires more than one (1) day, a schedule showing the time line of the various events will be submitted for approval with the permit application.

### Damage to County Right-of-Way

Those facilities and highway structures and appurtenances (i.e.: guardrails, street lights, etc.) within the highway right-of-way that are damaged as a result of the permit work shall be immediately reported to KDOT. Damaged items shall be replaced or repaired by the Applicant to KDOT's satisfaction in a reasonable length of time as established by KDOT. Any signs damaged during emergency, maintenance or construction operations must be immediately repaired and/or replaced and erected. . The occurrence shall be immediately reported to KDOT.

### Stop-Work Order/Revocation of Permit

The County Engineer may issue a Stop-Work Order or suspend or revoke a permit on the following grounds:

- The event or activity was started without a valid permit. In addition to the permit fee, a fine will be assessed in the amount equal to the appropriate permit fee.
- A material provision or condition of the permit was substantially breached.
- A material misrepresentation has been made in the application for a permit.
- The Applicant failed to maintain the required bonds or other security and insurance.
- The Applicant failed to complete the project work within the time specified in the permit, unless the failure to complete the work is due to reasons beyond the Applicant's control.
- The Applicant failed, in a timely manner, to correct work that does not conform to applicable standards, conditions, or federal, state, or local laws, rules or regulations.
- An evasion or attempt to evade any material provision of the permit, or the perpetration or attempt to perpetrate any fraud or deceit upon the County.
- The event poses a hazardous situation or constitutes a public nuisance, public emergency, or other threat to the public health, safety, or welfare.

If the Applicant does not correct any deficiencies or, at a minimum, contact the County Engineer to discuss the deficiencies within fourteen (14) calendar days, the County Engineer has the right to correct the deficiencies either through the bond or other security for the permit or as a bill submitted to the Applicant.

**All conditions that pose a hazardous situation or constitute a public nuisance, public emergency, or other threat to the public health, safety, or welfare shall be corrected immediately by the Applicant.**

### **Lifting of Stop-Work Order/Reinstatement of Permit**

The County Engineer may lift a Stop-Work Order, suspension or reinstate a permit if:

- A permit application and applicable fees and fines are paid and submitted, and the County Engineer has issued a permit.
- An amended application is submitted correcting any misrepresentations included in the original permit application.
- The Applicant provides proof that the required bonds or other security and insurances have been reinstated.
- After discussions with the County Engineer, the Applicant submits a revised schedule and completion date that is acceptable to the County Engineer.
- The Applicant corrects the situation that does not conform to applicable standards, conditions, or federal, state, or local laws.
- The Applicant agrees to follow all provisions of the permit and makes any reparations for the perpetration or attempt to perpetrate any fraud or deceit upon the County.
- The conditions posing a hazardous situation or constituting a public nuisance, public emergency, or other threat to the public health, safety, or welfare are corrected or removed.

### **Advance Public Notification**

Advance public notification will be required prior to commencing of the event. The advance public notification shall be by use of advance warning signs or message boards placed for each direction of traffic involved. With issuance of the Special Event Permit, the advanced notification shall be posted at least 72 hours prior to commencing of the event. The message will be as specified by the County Engineer.

## II. PERMIT APPLICATION AND FEES

**Special Events Permit** – The Kane County Division of Transportation will charge an application fee for these events. The standard application fee for this permit is \$50.00.

**Permit Renewal or Extension** – The Kane County Division of Transportation will charge a fee for the renewal or extension of any permit. The standard fee is \$100.

Fees in the form of a check made payable to the Kane County Division of Transportation shall be included with all application.

**Fines** – In addition to the permit application fee, a fine will be assessed when an event or activity within the County right-of-way has commenced without a permit. The fine will be assessed in the amount equal to the applicable permit fee.

### III. SPECIAL EVENTS PERMIT REVIEW PROCESS

1. The process begins with the Applicant submitting the application and fees to the Permit Section Staff.
2. The Permit Section Staff reviews the application for completeness.
3. The application will then be logged into a master spreadsheet.
4. The Permit Section Staff shall review other County projects and other permit events for coordination. The Permit Section Staff will notify the Applicant if coordination with these other projects or events is required.
5. The Applicant shall submit the required items to the Permit Section Staff, including the application form signed by the Applicant.
6. The Permit Section Staff will review the submittal for completeness and forward it to other appropriate KDOT departments for review.
7. KDOT Staff will review the submittal and return it with written comments to the Permit Section Staff.
8. The Permit Section Staff shall review all comments and forward them to the Applicant. The Permit Section Staff will also address any questions or special requests from the Applicant.
9. The Applicant shall furnish to the Permit Section Staff a revised submittal that includes a written disposition of all comments from KDOT staff, which is signed by the Applicant.
10. Once the Applicant meets or exceeds the requirements of these KDOT Permit Regulations, the County Engineer shall be responsible for the issuance of the Special Events Permit.