



Milwaukee County Department of Transportation & Public Works  
 2711 West Wells Street, Suite 300  
 Milwaukee, Wisconsin 53208

**PERMIT APPLICATION FOR SPECIAL EVENT IN COUNTY HIGHWAY RIGHT-OF-WAY**

(Read "General Requirements" on page 2)

(Rev. 10/07)

All requested information must be answered completely or form will be returned. (Print or Type)

**LOCATION**

\_\_\_\_\_ County Hwy \_\_\_\_\_ Municipality

[ ] In Road -- OR -- [ ] Distance from Edge of Road \_\_\_\_\_ feet

**DATE(S) OF EVENT**

\_\_\_\_\_ HOURS \_\_\_\_\_ to \_\_\_\_\_

**TYPE OF EVENT & PURPOSE**

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

**Only public taxing agencies may apply for and obtain a Special Event Permit.**

**Sponsoring Agency/ Group** \_\_\_\_\_

**Contact Person (Print)** \_\_\_\_\_ **Tel. No.** \_\_\_\_\_

**FAX No.** \_\_\_\_\_

**Address**  
 \_\_\_\_\_  
 Street City State Zip

**Sponsoring Agency agrees to the following:**

" The permittee agrees to indemnify and save harmless the County from and against all liabilities, claims, demands, judgments, losses, and all suits at law or in equity, costs and expenses, including reasonable attorney fees, for death or injury of any person or loss or damage to the property of any person, firm, organization or corporation, including both parties hereto and their employees, arising from the holding of such special event."

**Signature of Authorized Representative of Sponsoring Agency**

\_\_\_\_\_ Name \_\_\_\_\_ Title \_\_\_\_\_ Date

**Approved By:**

\_\_\_\_\_ Transportation Division - DTPW \_\_\_\_\_ Date

**Special Event Permit --- Requirements**  
(Section 67.06)

(Rev. 10/07)

**67.06 Public Way Special Event Permits**

(1) No individual or group(s), public or private entity(ies) may hold a Special Event in any public way unless a permit for the purpose has been obtained from the Director of Transportation and Public Works.

(2) Granting of Permits. Upon application for a permit to hold a Special Event and payment of fees established by the Director of Transportation and Public Works, the Director may issue a permit for the Special Event. The permit shall state the name of the agency, the nature, purpose, duration and extent of the Special Event. Permit applications shall be in the form and contain such additional information as required by the Director of Transportation and Public Works.

**(3) Only public taxing agencies may apply for and obtain a Special Event Permit.**

(4) A traffic control plan, parking plan, and barricading plan shall be submitted to, and approved by, the Director of Transportation and Public Works.

(5) The Police Department of the village or city within which the Special Event is to be held shall be responsible for traffic and parking control during the event.

(6) The permit application, traffic control plan, parking plan and barricading plan shall be approved by said local Police Department prior to submittal to the Director of Transportation and Public Works.

(7) The permittee shall be responsible for restoring the public way to its original condition at no cost to the County. The Director of Transportation and Public Works may require a Restoration Deposit before issuing a permit for the Special Event.

I have reviewed and approved this permit application and the traffic control plan, parking plan and barricading plan submitted herewith. I understand that my department is responsible for traffic and parking control during the event described in the permit.

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date

**For Milwaukee County Department of Transportation and Public Works Use Only  
DO NOT WRITE BELOW THIS LINE**

COMMENTS:

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\_\_\_\_\_  
Transportation Division, DTPW

\_\_\_\_\_  
Date