

**Application Submittal Checklist
INTERIM ROADWAY ACTIVITY PERMIT APPLICATION
FOR PARADES AND GATHERINGS**

The Following Information shall be provided with each application:

Applicant:	Date:
County Route:	Mile Post:
Municipality:	
Name of Event:	
Date of Event:	Event Time:

Items Required for Permit Application for Parades and Gatherings	
Provided	Item Description:
<input type="checkbox"/> Y <input type="checkbox"/> N	Completed Application Form
<input type="checkbox"/> Y <input type="checkbox"/> N	Completed Permit Application Checklist
<input type="checkbox"/> Y <input type="checkbox"/> N	Insurance Certificate (naming County of Sussex)
<input type="checkbox"/> Y <input type="checkbox"/> N	24 hour Emergency Contact Telephone Numbers
<input type="checkbox"/> Y <input type="checkbox"/> N	Signed & Sealed Traffic Control Plan(s) – Including:
<input type="checkbox"/> Y <input type="checkbox"/> N	Seal and Signature of N.J. Licensed Professional Engineer
<input type="checkbox"/> Y <input type="checkbox"/> N	Scale between 1"=30' and 1"=50'
<input type="checkbox"/> Y <input type="checkbox"/> N	Date of Plan Preparation and subsequent revisions.
<input type="checkbox"/> Y <input type="checkbox"/> N	Existing Traffic Control Devices
<input type="checkbox"/> Y <input type="checkbox"/> N	Proposed Temporary Traffic Control Devices & Methods In compliance with applicable federal & state standards
<input type="checkbox"/> Y <input type="checkbox"/> N	Written Concurrence of Municipality(ies) affected by Traffic Control Plan
<input type="checkbox"/> Y <input type="checkbox"/> N	Written Concurrence of Law Enforcement Agency(ies) affected by Traffic Control Plan with commitment to provide Police as required.

Note: An individual, firm, corporation or municipality, agrees to furnish to the County of Sussex a Public Liability Policy or Liability Insurance, designating the County of Sussex as an additional insured in the amount of \$1,000,000.00 before commencing activity and to indemnify the County of Sussex against loss by reason of the liability imposed on it by law, for damages on account of loss of property or bodily injuries, including death at any time resulting there from, suffered or alleged to have suffered by any person or persons and shall also save harmless said County of Sussex, its officers or servants from and against any loss, injury or damage resulting from any negligence or fault of the permittee, his agents or servants in connection with the performance of the activity covered by permit. No permit will be processed or issued until a certificate of insurance is received.



COUNTY OF SUSSEX
APPLICATION FOR COUNTY ROADWAY OCCUPANCY
FOR PARADES AND GATHERINGS

Name of Event:
Date of Event:
Event Time:

Print or Type

APPLICATION MADE BY _____

MAILING ADDRESS _____
(Street) (City) (State) (Zip Code)

TELEPHONE NUMBER _____ Email: _____

On Behalf of _____
(Self, Tennant, Lessee)

Requests PARADES AND GATHERINGS Permit for the Use and Occupancy of the Right-of-Way
(Type of Permit)

of County Route No. _____ Milepost _____, County of SUSSEX
(Municipality)

Located as Follows: _____
(Describe Exact Location, Direction and Reference with Street, Milepost)

for the installation, operation and maintenance of the following described project: _____

Subject to the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., I or we will be responsible for personal injuries and property damage caused by the actions of ourselves, our agents, servants and employees which arise out of or which are claimed to arise out of this Permit. Any claim for such personal injury or property damage must be filed in accordance with N.J.S.A. 59:8-1 et seq.

NOTE: SUBMIT ONE (1) COPY OF THIS APPLICATION AND ONE (1) COPY OF A DETAILED PLAN DRAWN TO SCALE SHOWING THE PROPOSED INSTALLATION AND WHATEVER DATA IS NECESSARY FOR A COMPLETE UNDERSTANDING OF THE REQUEST. A TRAFFIC SAFETY SETUP AS PER THE "MANUAL ON UNIFORM TRAFFIC CONTROL" IS REQUIRED WITH APPLICATION."

THE COUNTY OF SUSSEX WILL NOT BE RESPONSIBLE FOR ANY ERRORS OR MISINFORMATION GIVEN IN THE APPLICATION AND/OR ON THE ACCOMPANYING PLANS.

If a permit is granted, I or we, agree to comply with the rules and regulations of the County of Sussex and the conditions included therein and on the reverse side of this form. In addition, I or we, understand that N.J.S.A. 27:7-44.1 makes any violation of the provisions of the permit subject to a fine and civil action for the costs of prosecution as well as civil action for trespass to remove any non-conforming use. No work in connection with this application will be started until the permit is approved and issued.

(Signature of Agent or Authorized Representative)

(Title) (Type or Print)

(Print)

(Date)