

FOR LCDOT USE ONLY	
Permit Number	



600 W. Winchester Road
 Libertyville, IL 60048
 Telephone: (847) 377-7400
 Email: hdpermits@lakecountyil.gov

APPLICATION FOR A SPECIAL EVENT ON A COUNTY HIGHWAY

TEMPORARY CLOSURE OF A COUNTY HIGHWAY

(THIS FORM MUST BE SUBMITTED A MINIMUM OF 30 DAYS PRIOR TO THE PLANNED EVENT)

(Please print or type)

APPLICANT:

Name/Company: _____

Mailing Address: _____

E-mail Address: _____ Telephone: _____

In accordance with the Lake County, IL Code of Ordinances, as amended, the above Applicant hereby makes application to the County Engineer of Lake County for permission to temporarily close or use a County Highway for a special event of public interest. This proposed closure/event is described as follows:

1. **Name of County Highway:** _____
 (If multiple County Highways are needed for the same event, separate applications are required for each County Highway)

2. **Limits of Closure:** _____
 (From street to street)

3. **Type of Closure:**
 Full Closure Partial Closure Other _____

Description: _____

4. **Type of Special Event** (check all that apply):
 Parade Race (walking/running) Race (bicycling)
 Street Festival Filming (movie, television, etc.) Other _____

5. **Name of Event** _____
 Date(s) of Event: _____
 Event start time: _____ Event end time: _____

6. **Estimated Attendance:** _____
 Estimated Participants: _____

7. **Agent for Applicant** (if applicable):
 Name & Company _____
 Mailing Address: _____
 E-mail Address: _____ Telephone: _____

8. **Person in Charge** (contact person for the day of the event and 24-hour emergency contact):
 Name & Company _____
 Mailing Address: _____
 Telephone: _____ Mobile Number: _____
 E-mail Address: _____

9. **Police Department** (police department handling the traffic control and/or closure of the County Highway):
 Name & Dept: _____
 Mailing Address: _____
 E-mail Address: _____ Telephone: _____

10. **Enclosed Application Fee** (all fees non-refundable): _____

NOTES: Attach Course Route Map Or Location Map For The Special Event With This Application.
 This Application Is Subject To The General Conditions As Printed On Page 2.
 THIS APPLICATION IS ONLY VALID WHEN AN ORIGINAL SIGNATURE IS PROVIDED ON PAGE 2.

GENERAL CONDITIONS FOR APPLICATON FOR A SPECIAL EVENT ON A COUNTY HIGHWAY

1. In submitting this Application, the Applicant agrees to comply with the various policies, conditions and requirements of the Lake County Division of Transportation, whether written or verbal, and to the Lake County, IL Code of Ordinances, as amended, to make such changes and revisions to the proposed Special Event as may be necessary to comply or more closely conform to those various policies, conditions and requirements of the Lake County Division of Transportation, whether written or verbal, and to the Lake County, IL Code of Ordinances, as amended.
2. The Applicant shall supply, at his expense, such information or submittals as the Lake County Division of Transportation may require to complete the review of the proposed Special Event.
3. Lack of an immediate response to this application form or any information submitted for review and/or comment shall not be construed as approval or acceptance of the application or submittal.
4. The proposed Special Event may not be permitted if it will create a hazard to the Public or interfere with the ability of the Lake County Division of Transportation to operate and maintain the County Highway right-of-way.
5. This Application does not relieve the Applicant from obtaining permission and authority from the Federal, State, County or Local Government or any political subdivision or administrative agency which may administer any statutes, regulations, ordinances or administrative orders that pertain to the proposed Special Event.
6. The Applicant is cautioned that the County Highway rights-of-way have been obtained for Public Road Purposes and any other use of the right-of-way is subject to approval or permission from the legal property owner. The Applicant shall be responsible for contacting the property owner and obtaining any required approval or permission.
7. The Lake County Division of Transportation, its employees and its agents, and the County of Lake, its employees and its agents shall not be held responsible for costs or delays to the Applicant due to the processing time required by the Lake County Division of Transportation to review information or submittals by the Applicant or his authorized agents.
8. The submittal of this Application by the Applicant does not obligate the County Engineer to issue a permit.
9. Application and Permit fees are non-refundable once processed.
10. If the proposed Special Event is permitted the Applicant and his successors and assigns shall be generally responsible for the following:
 - a. Obtaining any other permission or authority needed for the proposed Special Event.
 - b. Supplying acceptable proof of insurance.
 - c. Posting advance notification of the proposed Special Event to the motoring public.
 - d. Providing the required traffic control including signage and police/Sheriff presence or assistance if required.
 - e. Allowing safe passage of emergency vehicles through the proposed Special Event.
 - f. Cleaning and maintaining the County Highway right-of-way during and immediately after the proposed Special Event. This includes keeping the pavement surface free of mud, gravel, debris, trash, and other extraneous materials.
 - g. Other items as specified in the Lake County, IL Code of Ordinances.

SIGNATURE BLOCK

(Signature of Applicant)

(Printed name of above signature)

(Title)