



Checklist: Parade Permit Submittal

Permit Type: Event Permit

Do not submit this checklist.
It is intended only as a reference for the applicant and does not need to be made part of the permit application packet.

Minimum Submittal Requirements Checklist

No.	Item/Description
1	PERMIT APPLICATION FEE: \$118.00 – non-refundable. Make check payable to “Washington County” or, pay online via our permitting portal using credit/debit card or e-check.
2	REQUIRED INSURANCE: A. Certificate of Liability Insurance: With “Washington County,” identified as the Certificate Holder, valid dates, and with limits of no less than \$1,000,000 per occurrence. B. Separate additional insured endorsement that names Washington County, its commissioners, employees and agents as an additional insured and certificate holders on the policy.
3	“WASHINGTON COUNTY, OREGON INDEMNITY AGREEMENT & WAIVER OF LIABILITY”: Must be signed.
4	TRAFFIC CONTROL PLAN (TCP): A. Describe how the parade will impact roadways B. Highlight plans for mitigating the impacts, including staffing, signage and equipment C. See “Traffic Control Plan Requirements” on next page for additional details
5	MAP OF THE PARADE ROUTE DESCRIPTION: A. The proposed route must be clearly indicated on a map, which can be submitted via a GoogleMap link or a legible PDF. (Click here for steps on how to create a GoogleMap.) <i>Note: route information is not a Traffic Control Plan.</i> B. The map must show the parade route and area, its starting and ending points, the direction the participants will travel and the names of key streets. C. Include a simple description of the parade route with the map, include its starting and ending points, course segments (by road name and approximate length of the segment) and parade turning points.

Permit Issuance Process

No.	Item/Description
1	SHERIFF’S OFFICE APPROVAL: A. Staff sends the permit application to the Washington County Sheriff’s Office (WCSO) for approval. B. The approval must be received before the permit can be issued. C. It is the responsibility of WCSO to determine whether Sheriff’s deputies will be needed, and if they are, to work out arrangements for public safety with the event representative. D. For more information about this process, contact WCSO: 503-846-2700



Traffic Control Plan Requirements

Permit Type: Event Permit

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No.	Item/Description
1	RULES OF THE ROAD: - Indicate if event participants will be following the "Rules of the Road" (the general traffic laws, practices and procedures all road users are required to follow) - For events where participants follow the "Rules of the Road," TCPs require significantly less information than if the event involves modifications to the use of travel lanes, intersection crossings and other road components
2	TCP NARRATIVE: - Clearly describe how the event will use and impact roadways - Clearly describe how roadway impacts will be mitigated, including staffing, signage and equipment
3	TCP MAP INDICATING: - Signage to be used, including event advance notice signs, flagging, signs, "Runners on Road" signs, "Road Closed" signs, "Bike Lane Closed" signs, etc. - Equipment to be used, including traffic cones, Type 2 or 3 barricades, Portable Changeable Message Signs, etc. - Where staff will be, including: flaggers, event monitors, law enforcement, etc.
4	POTENTIAL TRAFFIC CONTROL PERMIT REQUIREMENTS: If your event will require a Temporary Road Closure Permit or a Traffic Signal Shutdown Permit, you must obtain those from Washington County's Traffic Engineering Section (503-846-7950 or LUTtraffic@co.washington.or.us) before your event permit can be approved.

Other Information and Resources

No.	Item/Description
1	All signs and equipment shall be placed according to the "Oregon Temporary Traffic Handbook"
2	While volunteers can direct event participants, only certified/trained flaggers can direct traffic.
3	Additional resources include: "Oregon Temporary Traffic Control Handbook for Operations of three Days or Less" "Manual on Uniform Traffic Control Devices for Streets and Highways"
4	For additional information, email RoadPermits@co.washington.or.us