

BERNALILLO COUNTY PUBLIC WORKS DEPARTMENT

NOTICE OF INTENT TO CONDUCT A SPECIAL EVENT
OR CIVIC FUNCTION ON A COUNTY HIGHWAY OR ROAD

DATE OF NOTICE _____ DATE OF EVENT _____

ORGANIZATION _____ PHONE _____

ORGANIZATION ADDRESS _____

AGENT NAME _____ TITLE _____

EVENT DESCRIPTION _____

TIME DURATION OF EVENT: FROM _____ M TO _____ M

PROPOSED ROUTE OR HIGHWAY _____

MUNICIPALITY OR COUNTY WHERE EVENT WILL OCCUR _____

APPROVAL GIVEN BY (CITY COUNCIL, COUNTY COMMISSIONERS, ETC.)? _____

TRAFFIC CONTROLS TO BE USED (SIGNING, BARRICADES, POLICE ENFORCEMENT) ?

DETOUR PROPOSED _____

PLEASE ATTACH A MAP OR DIAGRAM OF THE ROUTE SHOWING ALL CONTROL
POINTS AND ANY DETOURS. EXPLAIN THE NECESSITY FOR USING THE STATE
HIGHWAY FOR THIS EVENT. _____

WILL ANIMALS OR DANGEROUS VEHICLES, ITEMS OR SUBSTANCES BE USED IN THE
EVENT? _____ IF YES, EXPLAIN _____

SPONSER'S SIGNATURE _____ CO-SPONSOR _____

*** FOR DEPARTMENT USE ONLY BELOW THIS LINE ***

INSURANCE BINDER ATTACHED ? Y / N , AFFIDAVIT ATTACHED A OR B ? Y / N

DEPARTMENT REVIEWERBY _____ DATE _____

OPERATION AND SAFETY PLAN...BY _____ DATE _____

AGREEMENTBY _____ DATE _____