



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

**BERNALILLO COUNTY
PUBLIC WORKS DIVISION
Permit Section
2400 Broadway SE
Albuquerque, NM 87102
505-848-1500**

DATE OF NOTICE: _____ DATE OF EVENT: _____

ORGANIZATION: _____ PHONE: _____

ORGANIZATION ADDRESS: _____

AGENT NAME: _____ TITLE: _____

EVENT DESCRIPTION: _____

TIME DURATION OF EVENT: FROM _____ A.M./P.M. TO: _____ A.M./P.M.

PROPOSED ROUTE OR HIGHWAY: _____

MUNICIPALITY OR COUNTY WHERE EVENT WILL OCCUR: _____

APPROVAL GIVEN BY (CITY COUNCIL, COUNTY COMMISSIONER, ETC.): _____

TRAFFIC CONTROLS TO BE USED (SIGNAGE, 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? ___ Y / N

IF YES, EXPLAIN _____

SPONSOR'S SIGNATURE _____ CO-SPONSOR _____

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| OFFICE USE ONLY | |
|-------------------------------------|----------------------------------|
| INSURANCE BINDER ATTACHED: Y / N | AFFIDAVIT ATTACHED: A or B Y / N |
| DEPARTMENT REVIEWER BY: _____ | DATE: _____ |
| OPERATION AND SAFETY PLAN BY: _____ | DATE: _____ |
| AGREEMENT BY: _____ | DATE: _____ |