

**APPLICATION FOR USE OF TOWN OF DUNN ROADS, PARKS, OR LAND
FOR A PUBLIC ACTIVITY, BIKE OR FOOT EVENT**

Name of individual or organization requesting use: _____

Address: _____

Telephone contacts: _____

Email contacts: _____

Description of event: _____

Number of participants expected: _____ Date: _____ Times: _____

REQUIREMENTS FROM INDIVIDUAL OR ORGANIZATION

When the Town Board has received your completed application and **copies of ALL of the required items**, they will consider your request for use of any town roads. Contact Dane County Highway for permission to use CTH MN, CTH AB, CTH B, and HWY 51. **PLEASE CHECK OFF AND INCLUDE DOCUMENTATION WITH APPLICATION:**

FEE:

Fee of \$50.00 paid with this application at least 45 days prior to the event. Receipt # _____ Other _____

INSURANCE:

Certificate of Insurance in the amount of \$1,000,000.00 listing the Town of Dunn as additional insured.

SHERIFF:

Notify Dane County Sheriff in writing of the event and traffic safety plan. Call Deputy Evan Tilleson (608-284-6842) to discuss the traffic safety plan in regards to Town of Dunn. You may have already been in contact with Dane County Sheriff if your event uses County Roads.

NOTIFICATION TO TOWN OF DUNN RESIDENTS: (SIGNAGE REQUIRED)

- Place signage at all road intersections on affected roads a minimum of 10 days prior to the event to alert residents of the event. Signs should be posted near existing traffic signs on affected road whenever possible.
- Suggested sign size at least 18 inches x 12 inches with large, bold, clear wording with the message stating what the event is, the date, and "Slow Traffic" to be noted on the top half of the sign to ensure that information is easy to read. Your logo may follow. See sample.
- Please provide a digital copy of your sign to the Town Hall to azacharias@town.dunn.wi.us

SAFETY PLAN:

For **all** events provide a safety plan that includes:

- Constant patrol of the event to watch for problems and correct them.
- Provisions for bathrooms and water during the event.
- Written rules provided to all participants and the Town that require participants to keep roads open, allow automobile traffic to pass, respect private property, use only provided bathroom facilities, and refrain from littering.

For road, bike or foot events provide a written traffic safety plan that includes:

- Map of the event route or activity area.
- Guards with safety vests, flags, and cell phones or radios stationed at main intersections and crossings.
- Roads are not closed at any time.
- Traffic cones and warning signs must be at each intersection.
- Signs around the course at neighboring cross roads to inform traffic that an event is in progress and extra caution is needed.

POST EVENT FOLLOW-UP:

- Provide any necessary clean-up following the event.
- No permanent paint on Town Roads, temporary/wash-off paint may be applied, must be fully removed one week after your event.

TOWN OF DUNN:

Confirmation from town Highway Foreman that event will not involve lands or roads that are under construction.
_____ (initials).

Permit is _____ Approved by _____ or Denied _____ Date _____ Paid: _____

Conditions of approval _____

Email completed form to Lt. Bahler