



APPLICATION AND PERMIT FOR PEDESTRIAN ACTIVITIES ON A STATE HIGHWAY

Highway Division



See Oregon Administrative Rule Chapter 734, Division 58

ODOT USE ONLY	
PERMIT NUMBER	
AMENDMENT	

Applicant: Complete only Section 1 and send to the appropriate ODOT District Manager. Submit at least 30 days but not more than 180 days prior to the planned activity date.

Section 1: Application *(please type or print)*

TO BE COMPLETED BY APPLICANT	APPLICANT NAME (1)		APPLICANT REPRESENTATIVE NAME (2)		
	ADDRESS (3)		PHONE (4)		
	CITY, STATE, ZIP		E-MAIL ADDRESS (5)		
	Proposed Location				
	ROUTE NUMBER / HIGHWAY NAME (6)		BEGIN MILE POINT (7)	END MILE POINT (8)	
	BETWEEN OR NEAR LANDMARKS (9)		COUNTY (10)	SIDE OF HIGHWAY (11)	
	HIGHWAY REFERENCE MAP (12)		Within city limits? <input type="checkbox"/> Yes <input type="checkbox"/> No (13) <small>IF YES, ATTACH CONFIRMATION LETTER FROM CITY PER OAR 734-058-0030</small>		
	Purpose of Application				
	PROPOSED START DATE AND TIME (14)		PROPOSED COMPLETION DATE AND TIME (UP TO 3 CALENDAR DAYS) (15)		
	DESCRIPTION OF ACTIVITY (ATTACH DRAWING OR ADDITIONAL PAGES IF NEEDED) (16)				
	By signing below, the Applicant acknowledges that the Applicant is subject to and accepts the terms and provisions of Oregon Administrative Rule Chapter 734, Division 58. Further the Applicant understands it has 30 days from permit approval, or the beginning of the Pedestrian Activity whichever is less to question any modifications or additions to the permit terms and provisions made by the Department.				
	APPLICANT REPRESENTATIVE SIGNATURE X (17)		APPLICANT REPRESENTATIVE TITLE		DATE

Section 2: Permit

TO BE COMPLETED BY ODOT	The Applicant is granted permission to conduct the Pedestrian Activity described herein including any noted modifications or attachments.			
	The Applicant is subject to the terms and provisions contained which by this reference are made a part of this Permit. The Applicant shall notify the District Contact at least 48 hours before beginning the permitted Activity and within 48 hours of completion of the Activity. All on-site activities must be completed on or before the Permit expiration date.			
	A copy of this Permit shall be physically available at the activity site during the permitted Pedestrian Activity.			
	SPECIAL PROVISIONS (ATTACH ADDITIONAL PAGES IF NEEDED)			
	NO. PAGES ATTACHED	DISTRICT CONTACT NAME	DISTRICT CONTACT PHONE	PERMIT EXPIRATION DATE
	ODOT DISTRICT MANAGER OR REPRESENTATIVE NAME		ODOT DISTRICT MANAGER OR REPRESENTATIVE SIGNATURE X	SIGNATURE DATE
	OFFICE USE ONLY			
	INSURANCE AMOUNT \$1,000,000.00	INSURANCE VERIFIED <input type="checkbox"/> On file <input type="checkbox"/> Enclosed	ENTERED IN UPERMITS	COMMENT

Application and Permit for Pedestrian Activity on a State Highway
Applicant Instructions

Section 1 of the application to be completed by the Applicant

1	Applicant Name	Use the name of the individual or organization requesting permission to conduct the Pedestrian Activity.
2	Applicant Representative Name	If the Applicant is an organization include the name of the individual that is acting on behalf of the organization.
3	Address/City, State, Zip	Use the mailing address for the Applicant.
4	Phone	Use the day-time phone number for the Applicant. If the Applicant is an organization use the phone number for the Applicant Representative.
5	E-Mail Address	Use the e-mail address of the Applicant. If the Applicant is an organization use the e-mail address for the Applicant Representative.
6	Route Number/Highway Name	Use the posted route number and the common name of the highway. You may enter the information in or select the Route and Highway from the drop down list. If there is more than one route number, use the primary route number. For assistance in determining the route number go to: http://egov.oregon.gov/ODOT/TD/TDATA/rics/docs/NumRouteMap.pdf
7	Begin Mile Point	Use the nearest mile point to the location where the activity area will begin.
8	End Mile Point	Use the nearest mile point to the location where the activity area will end.
9	Between or Near Landmarks	Use the nearest permanent landmarks such as cross street, river, etc.
10	County	Select the county where the activity will take place from the drop down list.
11	Side of Highway	Use "Left", "Right" or "Both" depending on the side of the highway where the activity will be held. "Left" or "Right" is determined when facing the direction of increasing mile points.
12	Highway Reference Map	Reference the highway right-of-way map number or mile point log used to determine the activity location, if appropriate. Maps are available by request, for assistance contact the District office.
13	Within City Limits	Select either "Yes" or "No" based on the location of the desired activity.
14	Proposed Start Date and Time	Use the date (MM-DD-YYYY i.e. 08-22-2009) and time (i.e. 8:00 am) of the desired start for the activity.
15	Proposed Completion Date and Time	Use the date (MM-DD-YYYY i.e. 08-22-2009) and time (i.e. 3:00 pm) of the desired completion for the activity. A maximum of 3 calendar days from the proposed start date.
16	Description of Activity	Describe in detail the purpose of the Pedestrian Activity. Attach additional pages if necessary to adequately describe the activity and location.
17	Applicant or Representative Signature, Title and Date	The original signature of the Applicant or its Representative and the date the application was signed. If signed by a representative of the Applicant, include the Representative's title.

Section 2 of the application to be completed by the Department of Transportation