



## City of Marquette Community Event Right of Way Permit Information

A public right of way is any land that has been deeded to the City or State of Michigan for ingress/egress to benefit the public. This generally includes streets, sidewalks, and multiuse paths. If your event is occurring within a city park, please contact the parks and recreation office by calling 906-228-0460.

Many Community Events, Special Events or Temporary Events such as parades, marches, running/walking/biking/skiing events, block parties, and festivals involve some activity which will occur in the public right of way. Before using a public right of way for any Community Event, Special Event or Temporary Event, you must obtain a permit for that event from the City of Marquette's Engineering Department.

### **The City requires public right of way permits to:**

- Ensure the safety of the public is maintained properly.
- Provide reasonable controls for the use of public facilities.
- Avoid conflicts and provide coordination among multiple activities.
- Alert City staff to events happening within the city and allow them to plan for staffing if needed.

### **Processing Time**

Applications for events should be submitted at least 4 weeks prior to the proposed event. During this time, the City Engineering, Public Works, Police, Fire and Community Services Departments will review the application and note any items which need to be addressed before a permit can be issued. You will be contacted if any additional information is required or if changes are required to approve the permit. Once the permit has been approved you will receive a copy of the permit including its conditions to review, sign, and return. By signing you agree to adhere to the conditions of the permit.

### **Community Event Permit Fees**

Community event permits do not require a permit fee. Unless the event was previously approved for promotional funds **the City will bill the applicant for all services utilized for the event.** This includes traffic control, police escorts, tent inspection, etc. An estimate will be provided with your approved permit, but you will be invoiced based on the actual cost of the services provided.

### **Block Party Permit Fees**

Block party permits require a \$300 permit fee to cover the cost barricade rental and delivery. Block party permits will only be approved for single block closures of residential local streets which do not require a detour route. All events organized by businesses, community organizations, or occurring on nonresidential or non-local streets must apply for a community event permit and will be billed accordingly. Residential block party fees are waived during the week of national night out.

## **Pedestrian and Vehicular Traffic Control**

All traffic control devices used must meet or exceed the current standards in the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) and the most recent Standard Specifications for Construction by the State of Michigan. Uniformity in device appearance and consistency in their use throughout the city will lead to better understanding by drivers, reduce confusion, and ultimately reduce crashes. If you are requesting the city provide a traffic control plan or provide the actual traffic control devices, please note this on your application. Traffic control devices will be billed on a time and materials basis.

## **Events within the Downtown Development Authority (DDA) District**

Events occurring within the DDA district are also subject to approval by the DDA Director. The DDA's Social District may be extended into the street for events involving a street closure. An event applicant can also request the suspension of the social district during their event if desired. These requests are subject to the requirements of the "Social District Management and Maintenance Plan".

## **Insurance Requirements**

Insurance coverage is required for all Community Events, Special Events and Temporary Events conducted within the public right of way in which the event or activity will block a street or sidewalk, interfere with, or impede traffic flow. This includes block parties. The insurance requirements are listed below:

*<Permitee> shall provide **City of Marquette** with certificates of insurance showing insurance coverage as noted below, stating that coverage afforded on their policies will not be cancelled, limited or allowed to expire until after 30 days written notice has been given to **City of Marquette**. <Permitee> shall maintain this coverage at all times during the performance of this agreement.*

*Workers Compensation coverage according to statutory requirements.*

*Comprehensive General Liability including contractual coverage with limits of at least \$1,000,000 per occurrence, \$1,000,000 aggregate bodily injury and \$1,000,000 aggregate property damage or \$1,000,000 Combined Single Limit.*

*Comprehensive Automobile Liability coverage, including owned, hired and non-owned vehicles with limits of \$1,000,000 per person, \$1,000,000 per accident bodily injury and \$1,000,000 property damage or \$1,000,000 Combined Single Limit. **\*This requirement is waived for events which do not involve the use of vehicles\****

***City of Marquette** will be named an additional insured on <Permitee's> insurance policies (except workmen's compensation insurance, in which **City of Marquette** will not be listed as additional insured or loss payees) and <Permitee's> policies will be on an "occurrence" and not on a "claims made" basis. <Permitee> will file with **City of Marquette**, on or before the commencement of the permitted event and at least ten (10) days before the expiration date of expiring policies, such copies of either current policies or certificates or other proofs, as may reasonably be required to establish <Permitee's> insurance coverage in effect from time to time.*

## **Questions and Application**

If you have any questions on the information provided here or the permit application form, please contact the Engineering Department at 906-228-0440 or Karla Kramer, Hydrology/Municipal Engineer at: [kkramer@marquettemi.gov](mailto:kkramer@marquettemi.gov).

Applications can be found on the city website (<https://www.marquettemi.gov/departments/community-development/engineering/>), by requesting one from the email above, or at the Municipal Service Center at 1100 Wright Street.