



MUNICIPALITY OF ANCHORAGE

TRAFFIC DEPARTMENT

4700 Elmore Road, Anchorage, AK 99507

PH: (907) 343-8406 Fax: (907) 343-8488



RIGHT-OF-WAY SPECIAL ACTIVITY PERMIT

NO. _____

ALL PERMIT APPLICATIONS MUST BE SUBMITTED FOR APPROVAL AT LEAST THIRTY (30) DAYS PRIOR TO THE SCHEDULED ACTIVITY.

Activity Name: _____ Date of Activity: _____

Sponsoring Organization (Applicant): _____

Address: _____ Phone #: _____

_____ Fax #: _____

Sponsoring Organization Representative (Contact): _____

Address: _____ Phone #: _____

_____ Fax #: _____

E-Mail: _____

PLEASE CHECK **ALL** APPROPRIATE ITEMS

TYPE OF ACTIVITY :

- | | | |
|--------------------------------------|---|---------------------------------------|
| <input type="checkbox"/> Parade | <input type="checkbox"/> Foot Race | <input type="checkbox"/> Block Party |
| <input type="checkbox"/> Procession | <input type="checkbox"/> Bike Race | <input type="checkbox"/> Street Fair |
| <input type="checkbox"/> Walk-A-Thon | <input type="checkbox"/> Motorized Race | <input type="checkbox"/> Street Dance |
| <input type="checkbox"/> Bike-A-Thon | <input type="checkbox"/> Dog Race | <input type="checkbox"/> Other: _____ |

ACTIVITY WILL INCLUDE (To determine if other types of permits are needed):

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Vehicles | <input type="checkbox"/> Recorded/Live Music | <input type="checkbox"/> Special Effects | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Gambling | <input type="checkbox"/> PA System | <input type="checkbox"/> Vendors | <input type="checkbox"/> Heating Device |
| <input type="checkbox"/> Pyro/Fireworks | <input type="checkbox"/> Alcohol Sales | <input type="checkbox"/> Boating/Swimming | <input type="checkbox"/> Erected Seating |
| <input type="checkbox"/> Food Service | <input type="checkbox"/> Open Flame/Fire | <input type="checkbox"/> Handicapped Participants | <input type="checkbox"/> Tents or Canopies |
| <input type="checkbox"/> Admission Fee | <input type="checkbox"/> Other: _____ | | |

Portion of Public Right-Of-Way to be used (STREET NAMES/ROUTE): _____

NOTE: Upon review of the above indicated criteria, other agency permits may be required. Any activity utilizing public parks, bike trails, greenbelts, etc. should contact CRS/Parks & Recreation immediately for availability of facilities and appropriate permits at 343-4474.



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ACTIVITY

1. Assembly Area: _____
2. Beginning Date of Activity: _____ Ending Date of Activity: _____
(Any activity lasting over 21 days or three (3) consecutive weekends requires Public Notice prior to the activity.)
3. Set Up Time: _____ Start Time: _____ Ending Time: _____
4. Maximum Speed of Activity: _____ MPH Minimum Speed of Activity: _____ MPH
5. Route: _____ (Attach Detailed Map) Maximum Length of Activity: _____ Miles/Blocks
6. Number and Type of Units (Bands, Troops, etc.): _____
7. Number and Type of Vehicles: _____
8. Total Number of Persons Expected to Participate in the Activity: _____
9. Persons Responsible for Cleanup: _____
(Name) (Phone No.)
10. **Certificate of Insurance:** (Attach Copy) Note: The certificate must indicate the Municipality of Anchorage as "Additional Insured" and be a "Certificate Holder" for the amount determined by Risk Management. If the activity (including any traffic control) is in the State of Alaska Right-of-Way, the State of Alaska must also be named as an "Additional Insured" with a minimum General Liability amount of \$1,000,000.
11. **Traffic Control Plan (IMSA, ATSSA Certification):** (Attach Copy)
(Certified map of streets showing route, closures, detours, barricades & signing by certified traffic control planners)

SECURITY/TRAFFIC CONTROL

- Anchorage Police Department No. of Officers _____
(By request and/or as determined by APD. Minimum two (2) hours. Requires an additional fee.)
- Private Security: _____ No. of Guards: _____
- Volunteers No. of Volunteers: _____

HOLD HARMLESS

Applicants for Right-of-Way Special Activity Permits agree to indemnify, defend and hold harmless the Municipality of Anchorage, the State of Alaska, their departments and employees from any claims, lawsuits, causes of action and liabilities arising from or allegedly caused in whole or in part by the Applicant's negligent or other legally wrongful act or omission.

The Applicant also certifies that Applicant shall take reasonable steps to insure all Participants under the supervision or control of the Applicant will obey all laws, regulations and provisions required by the Municipality of Anchorage and the State of Alaska governing the activity.

Activity Sponsor: _____ Date: _____



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10.60.070 Sidewalk vendors--Designation and assignment of vendor sites.

A. All vendor sites shall be designated and assigned by the municipal clerk on a master map that is maintained in the municipal clerk's office, including their physical dimensions, in accordance with the following standards:

1. Within the area that lies on and between Third and Ninth Avenues and A and L Streets, the vendor site shall leave no less than an eight-foot-wide strip of unobstructed sidewalk between the stand and the face of the curb, or edge of the sidewalk if there is no curb, for pedestrian use and shall not otherwise obstruct pedestrian or vehicular use of the public right-of-way. The municipal clerk may permit deviations from this requirement for specific vendor sites when eight feet of unobstructed sidewalk space is not physically possible and the safe and convenient use of the sidewalk by pedestrians can still be maintained;
2. The site shall be at least 20 feet away from a fire department or police department driveway;
3. The site shall be completely outside the sidewalk area adjacent to any part of a posted bus stop;
4. The site shall be at least five feet away from a crosswalk, fire hydrant or fire escape or the curb edge of a sidewalk except where designated by the map;
5. The site shall be at least 50 feet away from a business in which is located a business that traditionally sells the same goods or services that may be offered on the site;
6. The site shall not be adjacent to a sidewalk curb which has been painted or designated to be painted red, yellow or blue;
7. The site shall be separated from all other vendor sites by a distance not less than ten feet;
8. Vendor sites shall be designated on a master map maintained by the municipal clerk, not to exceed eight sites on any one block between E and F Streets, and not to exceed two sites on any other block;
9. Vendor sites shall be no longer than ten feet; and
10. No vendor may have more than one assigned vendor site.

B. Each vendor assigned a vendor site shall actively operate a vending business on the site. The operation of each vendor site will be monitored on a daily basis by the municipal clerk or designee. If a vending site remains inactive for a period of 30 consecutive days, the municipal clerk shall contact the vendor as to the reason for inactive operations. The municipal clerk may reassign such inactive sites to another applicant per subsection 10.60.055G.

C. Each designation of a vendor site in an area that is used for a special event shall be rescinded for the period of time during which that special event is authorized.



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**** THE TRAFFIC DEPARTMENT UTILIZES TITLE 10 OF THE ANCHORAGE MUNICIPAL CODE AS A GUIDELINE FOR VENDING OPERATIONS UNDER SPECIAL ACTIVITIES PERMITS.**

PLEASE PROVIDE THE FOLLOWING INFORMATION IF THE ACTIVITY INCLUDES VENDOR SITES WITHIN THE RIGHT-OF-WAY:

1. VENDOR SITE LOCATION(S): _____

2. DESCRIPTION OF STRUCTURE INCLUDING TYPES OF MATERIALS AND OVERALL SIZE MEASUREMENTS: _____

