

# PERMIT PROCESS

1. Fill out the Right-Of-Way Special Activities Permit form and return to the Special Activities Coordinator. The application will then be disbursed to the respective governmental departments for approval. Should additional permits or applications be necessary, the Special Activities Coordinator will notify the organization so appropriate permits can be obtained.
2. Secure the appropriate insurance binder as determined by Risk Management. The binder must list the Municipality of Anchorage as an "**Additional Insured**" and the State of AK if applicable.
3. Attach a certified traffic control plan showing the route/road closure(s) and placement of the proper barricades and signs.

4. Return the completed package with appropriate permits to the Special Activities Coordinator for final processing.

## 5. Public Notice Requirement for Full Road Closures

If the Special Activity includes a full road closure, a one-sixteenth page newspaper advertisement may be required. The ad shall run a minimum of one (1) day in advance of the event and for the duration of the event in the local newspaper. The ad shall include the special activity name, a map, detailed traffic information, effective dates, the Permittee's name and a telephone for the public to access an event representative.

### Address:

Municipal Traffic Department  
4700 Elmore Road  
Anchorage, AK 99507  
(907) 343-8406

**PERMIT FEES ARE DUE  
IN FULL AT THE TIME OF  
APPLICATION.**

# SPONSOR RESPONSIBILITY

The activity sponsor will be responsible for: (1) Securing all required permits for the activity, i.e. road closure, noise, park and facility, concessionaire, food service, etc. (2) Submitting a certified traffic control plan and providing the traffic control devices indicated on that plan.

The activity sponsor will comply with all permit terms and conditions and with all applicable laws and ordinances.

The activity sponsor must provide the necessary security as determined by the Anchorage Police Dept.

The activity sponsor, chairperson, or other person leading the special activity will carry all required permits upon his/her person during the conduct of the activity.

# Types of Permits

(Which may be required depending upon the type of activity conducted.)

- **Alcohol**
  - Alcohol Beverage Control Board
  - Health & Human Services
- **Noise Permit**
  - Health & Human Services
  - #343-4200, \$25 fee
  - AMC 15.70.070 Requires 20 day notice for applications
- **Food Service/Caterer**
  - Health & Human Services
  - AMC 16.60.040 Requires 15 day notice for applications
- **Security**
  - Anchorage Police Department
- **Fireworks**
  - Anchorage Police Department
  - Anchorage Fire Department
  - State Fire Marshall
- **Assembly Permit**
  - Anchorage Fire Department
  - (Groups of 500 or more)
- **Trails, Parks & Facilities Permits**
  - CRS/Parks & Recreation
  - #343-4474, fees
- **Right-Of-Way Special Activities Permit**
  - Traffic Department

# Special Activity Event

A pre-planned activity sponsored by an individual or organization, proposed to be conducted in or having direct effect upon the Municipality's public Right-Of-Way, for the purpose(s) of entertainment, celebration, recreation, competition, amusement, cultural recognition, demonstration, etc. For the purpose of this policy, a Special Activity also includes a pre-planned or regularly scheduled activity for vehicle ingress/egress control to be conducted in or having a direct effect upon the Municipality's public Right-Of-Way.

Special Activities include, but are not limited to: parades, processions, walk-a-thons, bike-a-thons, foot races, bike races, motorized races, dog races, block parties, street dances, and similar activities.



# Right-Of-Way Special Activities Permit Process

Municipality  
of  
Anchorage



Application for a Right-Of-Way Special Activities Permit must be made 30 days prior to the proposed activity date.





*Right-of-Way  
Special Activities Permit*

**(\*\*Updated 2008\*\*)**  
**Beginning March 1, 2008**  
**FEES**

<u># Participants</u>	<u>Fee</u>
1 - 25	\$ 25.00
26 - 99	\$ 50.00
100 - 249	<b>\$ 150.00</b>
250 - 749	<b>\$ 250.00</b>
750 - 999	<b>\$ 400.00</b>
1000 +	<b>\$ 600.00</b>

These fees do not include any other possible fees such as Noise/Food Permits, Parks & Recreation Permits, or fees from the Fire or Police Departments.

**Fees affected by the update are in bold.**

