



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**

Updated 2/2017

**NO. \_\_\_\_\_**

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

Activity Name: \_\_\_\_\_ Date of Activity: \_\_\_\_\_

Event Organization / Applicant Contact Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City and State: \_\_\_\_\_ Zip: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

NAME and CELL # of Contact on Day of Event: \_\_\_\_\_

PLEASE CHECK **ALL** APPROPRIATE ITEMS  
 TYPE OF ACTIVITY:

- Parade / Procession     Motorcycle / Vehicle Event
- Run / Walk                 Dog Race Event
- Bicycle Event               Street Fair / Dance
- March / Rally               Other: \_\_\_\_\_

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

- Vehicles                     Recorded/Live Music         Tents or Canopies             Animals
- Gaming                       PA System                     Vendors                         Heating Device(s)
- Pyro/Fireworks             Alcohol Sales                 Boating/Swimming           Erected Seating
- Food Service                 Open Flame/Fire             Handicapped Participants
- Admission Fee               Other: \_\_\_\_\_

**Does any part of your event impact on-street parking meters in the Central Business District from Monday through Friday?**

YES     NO

**If YES, you must apply for a Parking Meter Hood Contract from EasyPark. Proof of parking meter rental agreement must be provided to the Municipal Traffic Division prior to issuance of a Special Activity Permit.**

**EasyPark | 440 B St | Anchorage, AK 99501 | Tel: 276-7275 | Fax: 279-5073 | www.easyparkalaska.com**

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 Parks and Recreation immediately for availability of facilities and appropriate permits at 343-4474. See FEES page for additional contacts.**



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**ACTIVITY**

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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 (Organizers plus Audience): \_\_\_\_\_
9. Person(s) Responsible for Cleanup:  
 Contact NAME(s) and CELL #s: \_\_\_\_\_

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 also must be named as an "Additional Insured", with a minimum General Liability amount of \$1,000,000.*

**MOA INSURANCE | PO Box 196650 | Anchorage, AK 99519 SOA INSURANCE | 4111 Aviation Avenue | Anchorage, AK 99502**

11. **Traffic Control Plan (TCP)** (Attach Copy)

Map of streets showing route, closures, detours, barricades & signing.  
 Drawn by IMSA, ATSSA Certified Traffic Control Planner. Local Contacts:

**Shaman Traffic Control 562-1901 / Alaska Signs & Barricades 344-2835 / Northern Dame 907-376-9607**

TRAFFIC CONTROL

APD OFFICER REQUEST (Attach Copy)

PRIVATE SECURITY

Private Security: No. of Guards: \_\_\_\_\_  Volunteers: No. of Volunteers: \_\_\_\_\_

**You must receive approval for your event before you promote market or advertise your event. Conditional approval will be made after the event organizer submits the application and it is initially screened. Acceptance of your Special Event Application by the Municipality is not a guarantee of the date, location or an automatic approval of your event.**

**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.

Unless specifically stated otherwise in the Special Activity Permit, all expenses related to the towing of vehicles, and any storage charges, are not the responsibility of the Municipality of Anchorage. Any complaints, claims or litigation involving the towing of illegally parked vehicles are to be handled by the Special Activity permittee. Illegally parked vehicles may be towed without notice to the operator, registrant or owner.

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:** \_\_\_\_\_