



City of Pigeon Forge
TEMPORARY TRAFFIC CONTROL APPLICATION

Please maintain a copy of all pages of this application and its attachments for your files and have available on site for the duration of your event.

***Temporary Traffic restrictions will only be granted on an as available basis. Road and building construction, other traffic altering events, or unavailable staff may be cause for denial of this application.

Host Individual/Organization: _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Email Address: _____ **Fax:** _____

Event Name: _____

Event Coordinator: _____ **Day Phone:** _____

Email: _____ **Evening Phone:** _____

Proposed Date: _____

Proposed Start Time: _____ **Estimated Completion Time:** _____

Please note the type of event:

- Race (Timed Event) Run (Non-Timed Event) Walk Bicycle Race/Ride Parade

Is this event a stand-alone event or part of a larger event? Stand-alone Larger event _____

Total Estimated Participants: Participants could be individuals or entries _____

Bands: _____ **Floats:** _____ **Motorized Units:** _____ **Pedestrian Units:** _____ **Animals:** _____

Other entry types: _____

Estimated arrival time of entries: _____

Proposed Route:

Mileage of route: _____

Staging/Meeting area: _____

Roads included in route: _____

A map of the proposed route with all roads marked and the direction in which the event participants will be traveling as well as a traffic control plan are required with submission of this application.



City of Pigeon Forge
TEMPORARY TRAFFIC CONTROL APPLICATION

Please maintain a copy of all pages of this application and its attachments for your files and have available on site for the duration of your event.

Please check the boxes below of any city services you would like to request. (Note: some city services may warrant additional fees)

- Onsite Ambulance, EMS, or First Aid services
- Traffic Control Assistance (parades, races, detoured roads)
- Trashcans or rolling dumpsters
(Please provide anticipated times service will be necessary below)
- Other _____

Please expand upon and provide specifics with regards to your requests:

Attachments:

- Yes No Site Plan
- Yes No Copy of Liability Insurance (if required)

Please list any additional attachments below:

Additional Comments, applicable to your submission, for review by the City departments and Planning Commission:



City of Pigeon Forge
TEMPORARY TRAFFIC CONTROL APPLICATION

Please maintain a copy of all pages of this application and its attachments for your files and have available on site for the duration of your event.

For Office Use Only

Date Submitted: _____

Required Liability Insurance as determined by the City Attorney: _____

Most applicants are required to carry liability insurance to cover the event that they are hosting. Host individuals/organizations must list the City of Pigeon Forge as additionally insured on their policy and provide a copy with this completed application.

Site Plan: Submitted Missing

All applicants are required to submit a detailed site plan of their event. All tents, facilities, stages, parking, vendor booths, barricades, and all other relative event elements must be included on the site map. Maps should be accurately drawn and labeled in detail.

DEPARTMENT APPROVAL It may be necessary for you to complete additional forms or to have a meeting with particular city departments. Applicants are responsible for reviewing and complying with all notes made below.

<i>Reviewed</i>	<i>Department</i>	<i>Notes</i>
_____	City Hall	_____
_____	Office of Special Events	_____
_____	Police Department	_____
_____	Fire Department/EMS	_____
_____	Parks and Recreation	_____
_____	Street Department	_____
_____	Sanitation Department	_____
_____	Trolley Office	_____

Additional Notes: _____



City of Pigeon Forge
TEMPORARY TRAFFIC CONTROL APPLICATION

Please maintain a copy of all pages of this application and its attachments for your files and have available on site for the duration of your event.

Event Name: _____

Organizer: _____

Event Dates: _____ Event Location: _____

Regulations:

1. All members of the host organization, its staff and vendors must comply with all rules and regulations as set forth by the City of Pigeon Forge and its departments. Any violation may result in denial of future permits.
2. The applicant is responsible to ensure that there is no illegal activity on the event premises.
3. The applicant will be responsible for any damage done to any public property in association with the event, its setup, load out, or functions thereof.
4. The applicant will avoid any and all traffic or safety inhibiting situations including but not limited to the state right-of-way, fire lanes, emergency exits, and fire hydrants.
5. The applicant is responsible for filing their application in a timely manner. Events with expected attendance over 1,000 must submit at least 60 days prior to the first setup date of the event. Events with expected attendance under 1,000 must submit at least 30 days prior to the setup date of the event. Non-compliance may result in denial of event permit or requested city assistance.
6. The applicant shall indemnify and hold harmless the City of Pigeon Forge, its employees and elected officials from any damage it may sustain or be required to pay, by reason of said event, or by any reason of any act or neglect by the applicant or their agent relating to such event or by reason of any violation of the terms and conditions of their licenses.
7. The City of Pigeon Forge reserves the right to revoke this application at anytime.

I, as the host individual or organization representative, understand and agree to all terms set forth in this application. The information that I have provided is truthful and accurate. I agree to accept all responsibility related to this event, any and all functions of this event, and the participants attending this event.

Signed: _____

Date: _____

Printed Name: _____

PLANNING COMMISSION

Commission Meeting Date: _____

Approved Denied Reason denied: _____

Signed: _____

Date: _____

Bill Bradley, Chairman