

RACE PERMIT APPLICATION

(Please read and follow the instructions to insure the best service)

Minneapolis Ordinance (CHAPTER 447 Parades/Races) requires a permit for bicycle races, foot races, race walking, wheelchair racing, rollerblading, marathons and jogging events when any portion of the event occurs on a city street.

Note: If the event occurs **exclusively** on park property, contact the Minneapolis Park Board, for [Park Permits and Reservations](#). A permit is not required from the City.

In addition to completing a Race Permit Application, the event must meet these requirements:

- Application must be submitted at least 60 days prior to event. A legible route map must be included.
- Race route must be approved by Public Works Traffic & Parking Services (Shane Morton 612.673.5517) or Police (Sgt. Beth Mota 612.673.3942).
- Once race route has been approved, please **provide detailed traffic control plan** with application showing the location and type of traffic control signs.
- Race events must take place between the hours of 6:00 a.m. and 3:00 p.m. on Saturday, Sunday or legal holiday.
- Proof of Insurance must be provided to the City (See Minneapolis Ordinance §447.140).
- Authorized traffic control agents or police personnel must be provided at all intersections requiring traffic control.
- Barricades, signs and delineation equipment must be installed and removed as directed by either the Public Works or Police Department. The City does not rent equipment. There are a number of local private firms which do rent the equipment.
- Volunteers must be provided to monitor barricades at all intersections not requiring traffic control personnel.
- Residents and property owners abutting the event route must be notified by leaflet at least 48 hours, but not more than 7 days, before the event (See Minneapolis Ordinance §447.130).

Application Fee

\$100 non-refundable filing fee is required with the application.

Participant Fee

A permit fee of \$.50 per participant is due within 5 days prior to any event which exclusively uses city streets. The \$.50 fee is based on pre-registration or number of participants as noted in the application, whichever is higher.

Additional participant fees for the actual number of participants are due within 7 days after the event. If the actual number of participants was less than stated in the application you may apply for a refund within 7 days of the event.

If event is on both Park and City Property participant fees will only be charged by the Park Board. Fees not received may precipitate revocation of permit and non-issuance of future permits.

No Parking Sign Posting Fee

When the posting of temporary "No Parking" signs along a race route is required, applicants seeking a race permit for a race must additionally pay fees that shall be set by resolution of the City Council (See Minneapolis Ordinance Chapter 447). Before the application is submitted, please contact Shane Morton at 612-673-5517 to determine the posting fee. Payment of the posting fee must be submitted with the application.

Please complete the attached form and return it to:

**Dee Ann McQuerry
Department of Public Works
Traffic & Parking Services Division
33 North 9th Street, Room 100
Minneapolis, MN 55403-1326**

**APPLICATION/PERMIT FOR RACE
CITY OF MINNEAPOLIS**

NOTE: An application for a race permit shall be filed with the Director of Public Works please allow not less than sixty (60) days for application process before the proposed date on which it is proposed to conduct the race.

FOR OFFICIAL USE ONLY		
RACE APPROVED: YES NO	SIGNATURE OF CHIEF OF POLICE:	DATE SIGNED:
DATE APPROVED:	SIGNATURE OF DIRECTOR OF PUBLIC WORKS:	DATE SIGNED:

NOTICE: This permit is not to be construed as authorizing any race over such streets and highways as are under the jurisdiction of the Minnesota Commissioner of Highways, and as to those, permission must be obtained from the proper and appropriate agency or office of the State of Minnesota.

THE FOLLOWING APPLICATION IS HERewith SUBMITTED TO THE DIRECTOR OF PUBLIC WORKS, CITY OF MINNEAPOLIS

Request for permission to use the public right of way for the following type of event: Bicycle Race Foot Race Race Walking

Jogging Event Other (please specify): _____

1. Title of event: _____
2. Date when event is to be conducted: _____
3. Person seeking to conduct race: _____ Email: _____
Mailing Address: _____ Phone: _____
4. Hours when such event will start and terminate: _____
5. If race is proposed to be held for, or behalf of, or by an organization, give name, address and telephone number of the headquarters of the organization and of the authorized and responsible heads of such organization: _____

6. Person who will be race chairman and who will be responsible for its conduct: _____
Email: _____ Phone: _____
Mailing Address: _____
7. Route to be traveled, the starting point and the termination point. **(Please enclose a route map):** _____

8. Approximate number of persons who will participate in the event: _____
9. If Park Board property is involved has proper application been made to that agency: Yes No
10. Statement whether race will occupy all or only a portion of the width of the streets proposed to be traversed: _____

11. Location by streets of any assembly areas for such race: _____

12. Time at which participants will begin to assemble at any such assembly area or areas: _____

13. If applicable, interval of space to be maintained between participating units: _____

CONTINUED ON NEXT PAGE

APPLICATION CONTINUED

14. If event is designated to be held by, and on behalf of or for, any person other than the applicant, the applicant for such permit shall file with the Director of Public Works a communication in writing from the person proposing to hold the event, authorizing the applicant to apply for the permit on his behalf.

15. The applicant agrees and certifies that in consideration of being granted the use of the City's streets for the activity covered by the permit, he/she will, without expense to the City, undertake the following:

- The applicant will provide either traffic control agent or police personnel at all intersections requiring traffic control. (See Question Number 16).
- The applicant will provide volunteers to monitor the barricades at all intersections not requiring traffic control personnel.
- The applicant will provide, install and remove the barricades, signs and delineation equipment as directed by either the director of Public Works or his designee or the Chief of Police or his designee.
- The applicant will defend and hold the City harmless from all claims, demands, actions or causes of action, of whatsoever nature or character, arising out of or by reason of the conduct of the activity authorized by such permit, including attorneys fees and expenses.

16. If the race is approved, the following organization or individuals have agreed to provide traffic control or police personnel on the race date: _____

17. The applicant further certifies that he/she knows and understands that no permit involving bicycle racing, foot racing, race walking, marathons and jogging events shall be issued unless:

- The race route has been approved by the Director of Public Works or his designee and the Chief of Police or his designee;
- The activity is to take place between the hours of 6:00 AM and 1:00 PM on a Saturday, Sunday or legal holiday;
- The application is accompanied by payment of \$100 non-refundable filing fee, plus;
- A permit fee equal to \$.50 per participant shall be paid to the Office of the Director of Public Works 7 days prior to the event. The fee shall be based on pre-registration or number of participants as noted in the application whichever is higher. Within 7 days after the event the applicant shall pay any additional participant fees or apply for a refund if the actual number of participants was less than originally remitted;
- The application is filed not less than 60 days before the event;
- The applicant will read and abide by the **Notice to abutting occupant(s), Ordinance Section 447.130.**

The applicant hereby certifies that he/she agrees to abide by the provisions for conducting a race as contained in this application.

Signature : _____ Date: _____

ACKNOWLEDGEMENT OF CORPORATION

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

On this _____ day of _____, 19 _____, before me appeared _____ to me personally known, who being by me duly sworn did say that they are respectively the _____ and _____ of _____ the corporation described in and who executed the foregoing instrument; that the seal of said corporation; that said instrument was executed in behalf of said corporation by authority of its Board of Directors; and _____ and acknowledge said instrument to be the free act and deed of said corporation.

Notary Public

ACKNOWLEDGEMENT OF INDIVIDUAL

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

On this _____ day of _____, 19 _____, before me appeared _____ to me known to be the person described in and who executed the foregoing instrument, and acknowledge that he executed the same as his own free act and deed.

Notary Public