



CITY OF MENIFEE

ENGINEERING DEPARTMENT

Checklist for Parade/Special Event Application *(for use by Applicant)*

1. _____ (1) copy Parade/Special Event Application

2. _____ (3) copies Plans & Details

The following items are required under the section:

- Street map showing location of staging, starting and ending of parade route including land and road closures

3. _____ (3) copies Traffic Control Plan

The following items are required under the section:

- How many lanes / streets of traffic your organization is proposing to close down for the parade route
- What type of barricades or traffic control device(s) that your organization will use to divert / stop / redirect traffic
- Estimated duration of lane / street closure or how long the traffic control plan will be in effect
- A cost will be associated to the street / lane closure plan for Sheriff's Department personnel to handle traffic control on the day of the event – approx. cost is \$117 p/officer p/hour

4. _____ (1) copy Contractors' License

If no contractor's license, the City will hire its own maintenance company at the cost to the organization for traffic control. The cost for traffic control through the City will be determined after reviewing the event plan.

5. _____ (1) copy Contractors' Insurance Certificate

- Must have \$1,000,000 min. for each occurrence
- Must have \$2,000,000 min. for general aggregate

Estimated cost of this with an insurance policy in effect is approximately \$150 depending on the carrier. However, if no insurance currently exist, the cost could be significantly higher. The website www.parsac.org has a link called "tulip" on the right side of the front page that allows organizations to apply for event insurance. Simply go to the page and enter the information for a quote.

6. _____ (1) copy Insurance Endorsement naming City of Menifee as additional insured See #5

7. _____ Permit Fee - \$50 application fee plus Traffic Control Plan Review time at \$49 p/hour