



# Linn County Road Department

*Providing safe and efficient transportation to  
citizens and visitors of Linn County.*

Dear Applicant:

We have received public comments and concerns regarding use of County Roads for permitted activities in Linn County. Examples of concerns are as follows:

1. Participants riding/running two or more abreast and not allowing vehicle(s) to pass
2. Stopping traffic at given locations (cross streets) for longer than 3-5 minutes
3. Need for adequate sanitation facilities
4. During summer harvest season, conflicts with farm equipment being moved
5. Summer road construction season, scheduling road closures
6. Adequate training for traffic/safety monitors
7. Notice to Linn County Sheriff's Office regarding event activity
8. Provide caution signs along designated routes
9. Lack of contact persons on routes (Cell phones)

We believe these concerns can be addressed with **additional notice** given to the County prior to the event. All Road Use **Permit Applications** must be submitted thirty (30) days prior to event **with no exception**, with a legible copy of the **route map** and a copy of the **certificate of liability insurance** with Linn County as the Certificate Holder, and as Additional Insured. The policy coverage must meet the current amount indicated by the Oregon Tort Claims Act for multiple claimants. Road Use **Permit Applications** requiring a road closure must be submitted forty-five (45) days prior to event **with no exception**, with a legible copy of the **route map** and a copy of the **certificate of liability insurance** with Linn County as the Certificate Holder, and as Additional Insured. The policy coverage must meet the current amount indicated by the Oregon Tort Claims Act for multiple claimants.

**Road Use Event Fee will be as follows:**

**\$50** for events not requiring a road closure or traffic control; and

**\$100** refundable deposit

**\$150** for events requiring a Board Order for road closure and/or traffic control; and

**\$100** refundable deposit

Preferably two (2) checks should be written; one (1) for the permit fee and one (1) for the refundable deposit. After your event, the road(s) permitted for your use will be inspected and with approval from supervisor(s) your deposit will be refunded.

Approval will be considered only after a *Road Use Permit Application* is received and reviewed by the various Linn County agencies. Upon approval, a road use permit will be mailed to your organization.

We have enclosed a *Road Use Permit Application* for submittal by your organization if you are contemplating an activity regarding use of Linn County Roads. If you have additional questions please call the Linn County Road Department at (541) 967-3919.

# LINN COUNTY ROAD DEPARTMENT

3010 FERRY Street SW, ALBANY, OR 97322-3998

PHONE (541) 967-3919 - FAX (541) 924-0202

## ROAD USE PERMIT APPLICATION

Name of Organization			
Name of Event			
Event Type			
Contact Person			
Mailing Address			
Phone Number			
Fax Number			
Email Address			
Date of Event			
Approximate Time Limits (ie. 8:00 AM to 10:00 PM)	From:	To:	
Is this a Road Closure?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(ie. 8:00 AM to 10:00 PM)	From:	To:	
County Road(s) to be used:			
Sanitation Facilities to be provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Location of Sanitation Facilities			
What Traffic Controls will be provided?			
<b>MAP OF ROUTE AND CERTIFICATE OF LIABILITY MUST BE ATTACHED TO APPLICATION</b>			

FOR OFFICE USE ONLY	
Application	
Fee	
Deposit	
Certificate of Liability	
Map	
Deposit Returned	