



SPECIAL EVENT CHECKLIST

Documents required for Processing Permit Requests

1. A cover letter that explain the event and the need to use NMDOT Right of Way.
2. A list of local government approvals. Including all Pueblo governments if you are entering a pueblo along your route.
3. A traffic control plan for the event including advance warning sign locations and police enforcement, if needed.
4. A clear map of the route that indicates all NMDOT roadways for proposed use.
5. A certificate of insurance in the amount of \$1,000,000.00 per occurrence during the event with NMDOT named as also insured.
6. Double check that the application is signed.
7. Please note that the "Hold Harmless/Indemnification" agreement is required to be notarized. The original of this agreement is required, copies will not be accepted.

NOTE TO APPLICANT: All of the above elements and information are required and reviewed when processing your permit package. Incorrect or missing information will only delay permit approval as the permit package will be returned for correction/completion.