



APPLICATION TO CONDUCT SPECIAL EVENT, CIVIC FUNCTION OR FILMING ON A HIGHWAY

Organization/Company Name: _____ Date of Application: _____

Phone _____ Event(s) Date: _____

Organization/Company Address: _____

Agent Name: _____ Title: _____

Insurance Provider: _____ Policy #: _____

Event Description: _____

Duration: From _____ To _____ Highway #: _____

Proposed
Route: _____

Describe Traffic Control To Be Used (Signing, Barricades & Police Enforcement): _____

Is Detour Proposed: Yes (Describe Below) No

Please attach a Map or Diagram of the Route showing all control points and detours.

Please explain below the necessity for using the Non-Interstate Highway for this Event

Will animals or dangerous vehicles, items or substances be used in the event?

If yes, explain _____

Sponsor's Signature: _____ Date: _____

Co-Sponsor's Signature: _____ Date: _____

*****FOR DEPARTMENT USE ONLY*****

Roadway Functional Classification _____ Urban Rural

AADT (Year _____) _____ Expect Delay (minutes) _____

Type of Closure(s): Full Road Single Lane Shoulder

Rolling or Periodic Filming at Posted Speed, No Closure Required

Maintenance of Traffic Plan Required: Yes No

If No, check all required:

Traffic Analysis Required? No Yes-If Yes, Level of Analysis _____

Site Specific Traffic Control Plan NMDOT Typical Traffic Control Layouts

Police Closure NMDOT Typical Traffic Control Layouts

No Traffic Control, Explain _____

Incident Management Plan List of Emergency Contacts Sufficient

Formal Public Involvement Plan Print/Television Media Announcement

Private Temporary VMS Department Supplied Temporary VMS

District Permit Agent _____ Date _____

District Traffic Engineer _____ Date _____

FHWA Representative _____ Date _____
(NHS and National Network Routes)

Acknowledge Receipt of Approved Permit
District PIO _____ Date _____

Written Notification sent to State Traffic Operations Engineer, State Traffic Engineer and
Chief Public Information Officer by _____ Date _____

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

_____ acting through its authorized agent,
_____ agrees to defend, protect,
indemnify, and hold harmless the New Mexico Department of Transportation (NMDOT)
harmless from all personal injury or property damage suffered by the
_____, its members and
participates, the State, or by third parties resulting from the _____ to be
held on _____ at or
from _____ on the
following route(s)
_____.

Additionally
the above agrees to obtain liability insurance covering the event in the policy amount of one
million dollars (\$1,000,000.00) per occurrence, which names the NMDOT as an additional
insured. Sponsor shall provide NMDOT with a certificate of insurance in a form satisfactory to
NMDOT as evidence fo the insurance coverage at least seven (7) days prior to the event.
Failure to timely provide a certificate of insurance shall be grounds for cancellation of NMDOT's
approval of the closing of a state highway for the special public event or civic function.

Sponsor's Signature _____

Authorized Agent Signature _____

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20_____

Notary Public Signature _____

My Commission Expires: _____