



Licensing Division  
City of Bend  
(541) 388-5580  
licensing@bendoregon.gov  
710 NW Wall Street, Bend OR 97703

This submittal form is to be completed as part of your application with the City of Bend. *Download this form before completing fillable fields*, then upload with your application through the Online Permit Center at [www.bendoregon.gov/permitcenter](http://www.bendoregon.gov/permitcenter).

## TRAFFIC CONTROL ITINERARY FOR SPECIAL EVENT

### Applicant Information

Applicant Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Point of Contact during event (if different than above): \_\_\_\_\_

Point of Contact phone number: \_\_\_\_\_

Point of Contact email: \_\_\_\_\_

### Event Details

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Event Address (nearest): \_\_\_\_\_

Special Event Permit No. (if applicable): \_\_\_\_\_

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#### Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact the Licensing Division at [licensing@bendoregon.gov](mailto:licensing@bendoregon.gov) or (541) 388-5580; Relay Users Dial 7-1-1.

## Traffic Control Schedule

Provide traffic control start/end times for each day of your event in chronological order.

Date	Street Closed	From	To	Start Time	End Time	Notes
<i>Ex. Monday, Aug. 8 2020</i>	<i>Bond Street</i>	<i>Franklin Avenue</i>	<i>Minnesota Avenue</i>	<i>8am</i>	<i>5pm</i>	<i>Local access</i>

## Traffic Control

Devices used (select all that apply):

- Event will utilize Portable Changeable Message (PCMS) Boards
- Event will require downtown signal(s) to be bagged or changed to flashing red
- Event will require signal(s) timing to be modified by ODOT

## Traffic Control Contractor

Traffic Control Contractor: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_



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## Submittal Requirements

The traffic control plan shall include the following:

- Directional North arrow is included
- Overview of route is provided
- Plan is to scale
- Location of traffic control devices (advanced warning signs, cones, etc.)
- Street names are labeled
- Buffering distances are shown
- Temporary 'No Parking' signs are shown
- Traffic control plan is prepared by a design professional
- Plan meets current OTTCH and MUTCD standards

## Traffic Control Level and Approval

*For office use only – do not fill out beyond this point*

<u>Traffic Control Level</u>	<u>Examples</u>
<input type="checkbox"/> Level 1	Alley closure
<input type="checkbox"/> Level 2	Lane closure, lane shift, local road closure
<input type="checkbox"/> Level 3	Collector/arterial road closure, detours

## COB Approval Stamp



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