

Parade/Race/Assemblage Permit Procedures

1. This permit process applies to events within a public highway right-of-way in the unincorporated territory of the County as may be required to comply with Yolo County Code Section 5-8.01. Outdoor festivals involving more than 1,000 people as defined by Yolo County Code Section 5-12.01 *are not* permitted through this process, and require a license from the Board of Supervisors.
2. Prior to permit issuance, applicant must provide evidence of comprehensive general liability insurance in the following amounts: \$1,000,000/occurrence and \$2,000,000/aggregate. **“The County, its officers, agents, employees and volunteers” shall be named as additional insured** on an endorsement form provided by the applicant’s insurance company. **Certificate holder to be: Yolo County, 120 W. Main St. Ste. C., Woodland, CA 95695** (If desired, applicants may contact the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) to purchase “special events liability insurance” coverage. YCPARMIA is located at 77 West Lincoln Avenue, Woodland, CA 95696. Phone: (530) 666-4456. Website: <http://ycparmia.org/>. Allow two weeks for the purchase of insurance from YCPARMIA if payment is made by check.)
3. Before circulating this permit form for signatures, applicant must contact road.maintenance@yolocounty.org or Todd Riddiough at 530-666-8775 with the *date and location* of the proposed event to allow County staff time to check that there no conflicts with County maintenance, construction projects, or other permitted events on the date of the proposed event. County staff will also determine which Fire Protection Districts will need to be consulted (see Item 7 below). Please allow 3 days for a response.
4. If the event includes crossing any at grade railroad tracks, the applicant shall provide the county evidence of providing a written, advanced warning to the affected railroad company.
5. If over 1,000 participants are expected, the applicant must sign a reimbursable project authorization form and pay a \$1,000 deposit for permitting the event. A technology fee will be added (see fee schedule). If additional effort is necessary for permit coordination and preparation, an additional deposit may be required, or the applicant may be invoiced at the completion of the event. Any remaining funds from the deposit(s) not necessary will be refunded to the applicant at the completion of the event.
6. Applicant must complete a parade/race/assemblage permit form. If necessary, supplemental maps may be needed to clarify the nature of the event, the proposed advance notification signage and publicity proposed to minimize disruption to the public, and the proposed traffic control during the event.
7. Item A (on permit form): Upon completion of the event and coordinator information on the permit form, the applicant will need to hand carry the form to the Woodland office of the CHP for CHP approval and signature (13739 Andrew Stevens Drive, Woodland, California 95776-9322, 530-662-4685). If deemed necessary, applicant may need to develop a contract with the CHP for traffic control services.
8. Item B: Applicant must then obtain the approval and signature of the Yolo County Sheriff (2500 E. Gibson Road, Woodland, California 95776, 530-668-5280).
9. Item C: Applicant must also obtain the approval(s) and signature(s) of the Fire District(s) that has (have) jurisdiction for the extents of the event. If there is more than one district, then the applicant must

complete the Fire District Appendix page. The county fire district directory is located at the following link on the Yolo County webpage:

<http://www.yolocounty.org/government/yolo-lafoo/special-district-directory/fire-protection-districts>.

10. After obtaining the CHP, Sheriff, and Fire District signatures on the application, the applicant will then need to present the parade permit form, and insurance forms demonstrating the required insurance limits and endorsements, to the Planning, Public Works and Environmental Services Department (292 West Beamer Street, Woodland). Counter staff will verify that maintenance or engineering staff have indicated there are no conflicts, whether there are special conditions that need to be attached, and that CHP, Sheriff, and Fire District(s) have approved the permit. With payment of the fee (for events 1,000 participants or less; see fee schedule), a permit number is assigned, and the permit is signed by counter staff.

11. The applicant will receive the original permit form and a copy of attachments. The original permit must be on site (at starting point) during the event and presented to a peace officer or Public Works inspector upon request.

12. The permit may be revoked by the Director of the Department of Planning, Public Works and Environmental Services, or Assistant Director, Public Works, at any time, including the day of the event, if the event is not conducted in a manner consistent with the permit issued for the event. A permit may be revoked if the event exceeds the number of participants stated on the permit, provides inadequate or untrained traffic control persons, monitors, guides, or exceeds the number of public observers stated on the permit. The permit may also be revoked if the general public safety is deemed to be at risk, as determined by public safety personnel on the site.