

# **Banners, Parades, Road Races and Temporary Road Closure Information**

Dear Applicant:

The use of the Public Highway by Private Organizations for the purpose of erecting banners, temporary road closures, parades and road races, requires that organization to obtain a right-of-way permit from the Genesee County Road Commission. Each organization must provide to the Road Commission a completed application form. The organization must also prepare a road map or route of the parade/road race for review. Information showing the exact location or placement of overhead banners or roads closures are also required.

The applicant must be the township. The organization may prepare the permit application with the township as the applicant and the organization as the contractor. Copies of the application form are included with this information or available through the County Road Commission Permit Department or on our website. The township completes and signs the application portion, with the organization completing and signing as the contractor. The application form and Township resolution can then be uploaded to Oxcart or emailed to [Permits@gcrc.org](mailto:Permits@gcrc.org) to obtain your permit.

Listed below are additional requirements for the issuance of the permit:

1. A Township Resolution, from your township board signed by the township, as approving your activity.
2. A Certificate of Insurance, from the organization, naming the Genesee County Road Commission as the holder of the certificate.

Minimum Insurance:	Bodily Injury Liability, Each Person:	\$ 1,000,000.00
	Bodily Injury Liability, Each Accident:	\$ 2,000,000.00
	Property Damage Liability, Each Accident:	\$ 500,000.00

3. The Location Map and Activity Information:

**Banners:** The dimensions and legend, clearance over roadway and date of erection and removal.

**Road Closures:** The street and road affected and the detour route with signing location map.

**Parade or Road Race:** Map of the street and roads to be used and direction of travel.

\* As applicant, the township must assume all responsibility for traffic control and detours, where the use of police vehicles and personnel may be required.

Please feel free to contact the Genesee County Road Commission Permit Department or our Permit Specialist, Mr. Bill Dilorenzo, at your convenience regarding any aspect of your application. Please phone 810-767-4920, ext. 242.

Genesee County Road Commission  
Permit Department

Rev: 04/13/22 clo

## Banners and Parades

### Introduction

The principle functions of the public roads are to serve the needs through vehicular traffic and provide ingress and egress to adjacent property. Secondary functions often exist including the creation of public utility corridor under a permit system. Certain non-highway usage also requires permits to be approved by the County Road Commission. Two (2) non-highway usages involve parades and banners.

### Mutual Permit Interest

County roads within the several townships and/or municipalities are of obvious interest to both the County Road Commission and the governing body. Governing body for the purposes of these rules shall be any statutorily incorporated city or village or in non-incorporated places the township. It is therefore our desire and intent that any permit issued for a non-highway usage will be in accord with the regulations of the governing body as well as with those of the Road Commission.

### Permit Necessity

A non-highway usage of the county road right-of-way, without exception, requires a permit, including permit activities of the governing body itself. Permit jurisdiction includes the entire right-of-way.

### APPLICATION FOR THE PERMITS MUST BE INITIATED BY THE GOVERNING BODY

1. The governing body shall prepare an application for any non-highway usage to be made out of county road right-of-way and file it with the engineer of review and permit approval. This procedure will assure governing the opportunity to reviewing and participating in the issuance of all permits under which it may be required to exercise authority.
2. A resolution by the governing body, authorizing and accepting responsibility for the work, must be submitted or on file to cover each application. Either of the following resolution is acceptable:
  - a. An individual resolution acceptable to the engineer.
  - b. A blanket resolution, which authorize specified officials or departments of the governing body to apply directly for permits
3. The governing body must apply in its own name for the following types of permits – no other applicant is acceptable:
  - a. County road closures for parades and related activity.
    - a-1. In addition to the application and resolution, a map must be included which shows the parade route and the proposed detour.
    - a-2. The application must state the reason why the closure is desired; names of the streets at both ends of the section of the road to be closed; the exact hours at which the county road will be closed and opened again to traffic.
  - b. Banners suspended over county roads are allowed only if they advertise events and causes which are of benefit to the governing body as a whole.
    - b-1. The application must include the legend to appear on the banner; dimensions of the banner; clearance height; and exact dates of erection and removal.
    - b-2. A minimum clearance of 18 ft. is required between the pavement surface and the bottom edge of any banner suspended over the trunkline roadway.

b-3. Banners must be situated in such a manner as to at no time obscure or interfere with the proper function of any traffic signal, sign or control device and must not constitute a hazard to the traveling public.

b-4. Materials and supports must adequately safe in the judgment of the engineer.

c. Christmas decorations to be suspended over or erected within the county road right-of-way must be described in the application; clearance height if to be suspended over the roadway must be in full conformance with paragraph b-2, b-3, and b-4 herein.

4. Cash bonds from contractors performing permit construction for municipalities may be required if deemed necessary by the engineer.

a. It is acceptable to have such construction performance bonds as the governing body requires from a contractor written in joint favor of the Road Commission, with the condition in the permit stating that the bond will not be terminated until the engineer concurs in writing.

#### Time Period

Banners suspended over county highways shall be approved for a period not to exceed two weeks, except for anniversaries of the community itself, the engineer may allow banners to be erected for periods up to 30 days.

#### Materials and Supports

Materials and supports must be adequately safe in the judgment of the engineer.

**Resolution**

To be used by governmental units in connection with applications to construct, Operate, use and/or maintain within the right-of-way; or to close a county road.

(NOTE: Please use this form when submitting a Permit Resolution)

RESOLVED, that the \_\_\_\_\_ is hereby authorized to make  
(Title)

Application to the Genesee County Road Commission on behalf of the Township

of \_\_\_\_\_, in the County of Genesee, Michigan for the necessary permit (s)  
(Name)

To \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

within the right-of-way of county roads \_\_\_\_\_,

and that the Township of \_\_\_\_\_, in the county of Genesee, Michigan will faithfully  
(Name)  
fulfill all permit requirements to indemnify and save harmless all persons from claims of every kind arising out of operations authorized by such permit(s) as is (are) issued.

I hereby certify that the foregoing is a true copy of a resolution adopted by the

Township of the \_\_\_\_\_, at a \_\_\_\_\_ meeting held on the  
(Regular, special)  
\_\_\_\_\_ day of \_\_\_\_\_ A.D. .20 \_\_\_\_\_.

Signed \_\_\_\_\_

Title \_\_\_\_\_



PERMIT NO. _____
DATE _____
FEE _____ REC. _____

THE BOARD OF COUNTY ROAD COMMISSIONERS of the COUNTY OF GENESEE, MICHIGAN  
 Phone: 767-4920 Ext. 246 211 West Oakley Street – Flint, MI 48503-3995

www.gcrc.org

**APPLICATION AND PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN WITHIN THE RIGHT-OF-WAY; OR TO CLOSE A COUNTY ROAD**

If a contractor is to perform the construction entailed in this application and permit and is supplying the deposit, he will fill out the information block provided and thereby assume responsibility, along with the applicant, for any provisions of this application and permit which apply to him.

Applicant's name (Property Owner, Corp., City, Twp., Etc.) (Date) Contractor's name (Individual, Company, Etc.) (Date)

Applicant's Mailing Address Contractor's Mailing Address

Applicant's Phone Number Contractor's Phone Number

Applicant's Signature (If other than Property Owner, give Title) Contractor's Signature (If signing for Contractor, give title)

The above named applicant hereby makes application for a permit to Construct, Operate, Use and/or Maintain within the right-of-way; or close a County Road.

House No. Road Township

the exact location is as follows:

(In rural areas give distance and direction from nearest main intersection)

The above stated intentions will be carried out in the manner applied for and in accordance with plans, specifications, amp and statements filed with the Genesee County Road Commission as part of this application and if said permit is granted, the above named applicant agrees to do the following:

Reviewed by	Appr.	Dis-Appr.
Constr.		
Design		
Maint.		
P & SS		

- To operate and maintain the structure covered by this permit at no expense to the Genesee County Road Commission.
- Give written notice to the Permit Department of the Genesee County Road Commission at least five (5) days prior to commencement of operations covered by this permit.
- In any and all operations under this permit, meet all requirements of the Genesee County Road Commission Specifications and Supplemental Specifications set forth on the reverse side of this application and permit
- Take, provide and maintain all necessary precautions to prevent injury or damage to persons and property from operations covered by this permit and use safety devices which are approved by the Genesee County Road Commission.
- Save harmless the Genesee County Road Commission against any and all claims for damages arising from operations covered by this permit and upon request, furnish proof of insurance coverage or a protective liability policy naming the Genesee County Road Commission as insured for the term of this permit for \_\_\_\_\_ personal injury and \_\_\_\_\_ property damage for operations covered by the permit.
- Surrender the permit herein applied for, cease operations, and surrender all rights thereunder whenever notified to do so by the Genesee County Road Commission because of their need for the area covered by the permit or because of a default in any of the conditions of the permit.
- Immediately remove, alter, and relocate at applicant's own expense the facility for which this permit is granted, if requested by the Genesee County Road Commission to do so. Upon failure to remove, alter, relocate or surrender the facility pursuant to the request of the Genesee County Road Commission, reimburse the Genesee County Road Commission for it's cost in doing same.
- Upon request, file a certified check in the sum of \_\_\_\_\_, acceptable to the Genesee County Road Commission and conditioned upon performance of the conditions of the permit and compliance with all requirements of law. (Rec. No. \_\_\_\_\_)
- Give notice to public utilities in accordance with Act 53, PA 1974 and comply with each of the requirements of that act.

RECOMMENDED FOR ISSUANCE:	
Investigator	(Date)

10. The period applied for and granted in this application and permit covers activity within the right-of-way. The obligation to operate, use and/or maintain the facility to the satisfaction of the Genesee County Road Commission remains in force as long as the facility exists and is within an area under the jurisdiction of said Commission.

GENESEE COUNTY ROAD COMMISSION

By \_\_\_\_\_  
 MANAGER-DIRECTOR

NOTE: This Permit does not relieve applicant from meeting any applicable requirements of law or of other public bodies or agencies.