



**PERMIT APPLICATION FOR  
SPECIAL USE OF COUNTY TRUNK HIGHWAYS  
(Limited to Walworth County Highways Only)**

---

**PERMIT APPLICATION CHECKLIST**

**Submit the following materials when applying for a permit:  
(Items 1, 2 and 3 are included in this packet)**

1. **Completed Permit Application, including signed Indemnification/Hold Harmless Agreement**
2. **Completed Event Route Information Page**   
Walworth County must be notified of any route changes made after submission or approval of the Application
3. **Signed “Requirements for Permit to Use County Trunk Highway” Page**
4. **Detailed Map of the Event Route**
5. **Certificate of Insurance naming Walworth County as additional insured**   
**THE ADDITIONAL INSURED MUST BE ONLY “WALWORTH COUNTY.”**  
**IT CANNOT STATE “WALWORTH COUNTY HIGHWAY DEPARTMENT.”**
6. **Submit application to our office via U.S. Mail to: Walworth County Public Works Department, W4097 County Road NN, Elkhorn, WI 53121; Or email [DPWGeneral@co.walworth.wi.us](mailto:DPWGeneral@co.walworth.wi.us)** 
  - ✓ Applications must be submitted at least **30 days prior to your scheduled event**
  - ✓ Only **complete** applications containing all required information will be considered
  - ✓ Completed applications **can be emailed only if all the paperwork has been scanned to show original signatures.**

**Other items to note:**

Walworth County does not authorize the use of any Municipal, Town, Village or State roads for this event. Event officials must coordinate all local road use with the affected municipalities and must contact the Wisconsin Department of Transportation to request permission to use any State Highways.

**No markings of any kind are allowed** on Walworth County Trunk Highways.

**This permit is required and shall be issued in accordance with Chapter 54 of the Walworth County Code of Ordinances.**

**WALWORTH COUNTY, WISCONSIN  
PERMIT APPLICATION FOR SPECIAL USE OF  
WALWORTH COUNTY TRUNK HIGHWAYS**

**EVENT DETAILS**

Event Name: \_\_\_\_\_ Event Sponsor: \_\_\_\_\_ Event Website Address: \_\_\_\_\_

Event Date: \_\_\_\_\_ Number of Participants: \_\_\_\_\_ Type of Start:  
Staggered  Mass

Event Type: Festival  Parade  Run  Walk  Bicycle Ride  Other (please describe)

Total Time of Event from Setup to Teardown: \_\_\_\_\_ Actual Time Participants will be on the Road: \_\_\_\_\_  
Start Time: \_\_\_\_\_ a.m./p.m. Start Time: \_\_\_\_\_ a.m./p.m.  
End Time \_\_\_\_\_ a.m./p.m. End Time: \_\_\_\_\_ a.m./p.m.

**CONTACT INFORMATION**

Contact Person: \_\_\_\_\_

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

**LOGISTICAL DETAILS**

Type of Support Provided by Event Sponsor (check all that apply):  
Support Vehicles  Other (describe):

Do you feel you need law enforcement traffic control? Yes  No

If yes, would you like to be contacted by the Walworth County Sheriff's Office about hiring off-duty law enforcement officers to perform traffic control? Yes  No

**INDEMNIFICATION/HOLD HARMLESS**

I/We \_\_\_\_\_, sponsors and/or co-sponsors of \_\_\_\_\_  
(name/organization)  
\_\_\_\_\_,  
(name of event)

shall indemnify, hold harmless and defend Walworth County, its officers, agents and employees from and against all claims, damages, losses and expenses, including attorneys' fees, which arise from or out of the above specified event.

Each party warrants for itself that it has complied with all necessary requirements to execute this agreement and that the person(s) executing this agreement on the event sponsor's behalf is authorized to do so.

\_\_\_\_\_  
Signature of Responsible officer, event sponsor/co-sponsor Date

\_\_\_\_\_  
Signature of Responsible officer, event sponsor/co-sponsor Date

**Event Route Information is to be completed on the next page.**

**EVENT ROUTE (required information)**

**Event Name:** \_\_\_\_\_

**List all County Trunk Highways (CTH), the beginning and ending location of each continuous section and each Town, Village or City contained in the continuous sections. For the municipalities, use the following designations: T = Town; V = Village; C = City.**

---

CTH: \_\_\_\_\_ Begin: \_\_\_\_\_ End: \_\_\_\_\_  
Municipalities: \_\_\_\_\_

---

CTH: \_\_\_\_\_ Begin: \_\_\_\_\_ End: \_\_\_\_\_  
Municipalities: \_\_\_\_\_

---

CTH: \_\_\_\_\_ Begin: \_\_\_\_\_ End: \_\_\_\_\_  
Municipalities: \_\_\_\_\_

---

CTH: \_\_\_\_\_ Begin: \_\_\_\_\_ End: \_\_\_\_\_  
Municipalities: \_\_\_\_\_

---

CTH: \_\_\_\_\_ Begin: \_\_\_\_\_ End: \_\_\_\_\_  
Municipalities: \_\_\_\_\_

---

CTH: \_\_\_\_\_ Begin: \_\_\_\_\_ End: \_\_\_\_\_  
Municipalities: \_\_\_\_\_

---

CTH: \_\_\_\_\_ Begin: \_\_\_\_\_ End: \_\_\_\_\_  
Municipalities: \_\_\_\_\_

---

CTH: \_\_\_\_\_ Begin: \_\_\_\_\_ End: \_\_\_\_\_  
Municipalities: \_\_\_\_\_

---

CTH: \_\_\_\_\_ Begin: \_\_\_\_\_ End: \_\_\_\_\_  
Municipalities: \_\_\_\_\_

---

CTH: \_\_\_\_\_ Begin: \_\_\_\_\_ End: \_\_\_\_\_  
Municipalities: \_\_\_\_\_

---

**Additional roads should be listed in this format on a separate sheet of paper. A MAP OF THE EVENT ROUTE MUST ACCOMPANY THIS APPLICATION.**

**PLEASE NOTE: Event officials must coordinate all local road use with the affected municipalities. Walworth County does not authorize the use of Municipal roads.**

**WALWORTH COUNTY**  
**REQUIREMENTS FOR PERMIT TO USE COUNTY TRUNK HIGHWAYS**  
*All of the following requirements must be complied with for consideration of a permit.*

1. It is necessary that we receive permit requests for use of a County Trunk Highway at least one month (30 days) in advance of the scheduled event. It is possible that a permit may not be issued for an untimely event permit request.
2. No printed materials should be distributed to the public on intended event routes prior to obtaining permission from all affected government units and law enforcement agencies for the use of their roads, streets or highways for the event(s). There are certain roads and highways which we and other agencies will not allow to be used or crossed for such events, and this may affect planned routes that have prematurely released to the public (NOTE: the Wisconsin Department of Transportation does not issue permits to use or cross any highway in the State Highway System for these types of events).
3. The event sponsor must be covered by adequate liability insurance for this type of event, and must provide this Department with a proper certificate of insurance **AT THE TIME AN EVENT PERMIT IS REQUESTED**. The certificate should be sent along with the permit request to: Walworth County Public Works, W4097 County Road NN, Elkhorn, WI 53121.
  - ✓ Walworth County must be listed as an additional insured for the event. **DO NOT** list “Walworth County Highway Department” – it must name **only “Walworth County.”**
  - ✓ Participants, volunteers, organization employees and spectators must be covered for the minimum amounts of \$1,000,000 for bodily injury AND \$1,000,000 for property damage, not in the aggregate.
4. A standard “INDEMNIFICATION/HOLD HARMLESS” disclaimer clause must be signed by a responsible officer of the event sponsor relieving Walworth County from any and all liability that could arise as a result of the event. The disclaimer is located on Page 1 of this permit application and must be signed by a responsible officer of the event sponsor, along with the permit request.
5. It is the event sponsor’s responsibility to contact and obtain permission from all governmental units and/or law enforcement agencies that would have jurisdictional responsibilities over any part of the route used. Failure to obtain such permission could result in the County not issuing a permit for the currently scheduled event or future events on its highways.
6. The event sponsor is also responsible for surveying the intended route prior to the event to look for potential traffic hazards to the participants. Those traffic hazards should be corrected or participants protected by securely closing off those particular hazardous areas to participants. Sponsor shall ensure that all participants stay within permitted areas.
7. Normal “rules of the road” must be followed during the event if the public road, street, or highway is open to traffic. Participants must obey all federal, state and local statutes and regulations.
8. If it is necessary to temporarily close and detour a County Trunk Highway in order to conduct the event, the event sponsor shall be responsible for the erection and removal of all necessary signing, and providing all uniformed police officers that may be required for safe and proper traffic direction. Any and all expense in providing the signing and/or uniformed officers shall be assumed by the event sponsors.
9. No trespassing on private property.
10. No defacing of public property, including pavement markings.
11. Immediately after completion of the event, the event sponsor shall be responsible for removing from the highway and highway-right-of-ways any trash, signs and/or other materials that may have been accumulated or used during the event.

**I certify that the information I have provided on this application is accurate and complete. I further certify that I have notified all other municipalities of this event as required by the permit process. I understand that this permit may be denied or revoked for providing false or incomplete information.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

**DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY**

**Reviewed by Walworth County Public Works Department**

**Reviewed by Walworth County Sheriff’s Office**

**Approved By:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_