



**General Information:  
Race, Walk and Bike Events  
Permit Type: Event Permit**

Revised March 2020

*No event shall be held within the County Right-of-Way without an approved County permit.*

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**I. INTRODUCTION**

Washington County accommodates all travelers on County roads. Race, walk and bike events are a popular means of fostering community spirit and raising money for worthy causes. The County's goal is to provide an opportunity for such events on County roads to safely occur with minimal disruption to other travelers.

**II. QUESTIONS AND ANSWERS**

**Q: What race, walk or bike events require a permit?**

- A.** All events within the public Right-of-Way require an approved Race, Walk or Bike Event permit, except for activities that do not involve a registration fee or publicity and where participants follow the "rules of the road" (traffic laws, practices and procedures that all road users are required to follow). [Event permit information](#)

Use of private land requires the property owner's approval and may require a land use permit. [Email](#) or call 503-846-8761.

**Q: Who reviews and issues the permit?**

- A.** Event permits are reviewed and issued by the Washington County Department of Land Use & Transportation Operations and Maintenance Division. They are also reviewed by the Washington County Sheriff's Office.

Applicants must also obtain any state, city or other agency permits or approvals. Examples: [Temporary Signal Shutdown Permit](#) or [Temporary Road Closure Permit](#).

**Q: How are permits evaluated?**

- A.** Basic criteria include:

- Does the event function safely for all participants, spectators and other roadway users?
- Does the event cause undue interference with general public's use of the Right-of-Way?
- Does the event interfere with scheduled road work?
- Is Sheriff's Office staff available (if required)?
- Are other County resources available (if required)?
- Have permits from other jurisdictions or agencies been obtained (if required)?

**Q: What is a Traffic Control Plan?**

**A.** A Traffic Control Plan (TCP):

- a. Clearly describes how the event will impact roadways
- b. Clearly describes plans for mitigating the impacts, including staffing, signage and equipment

Refer to the “Traffic Control Plan Requirements” document for additional details.

**Q: When should I submit the permit application for my event?**

**A.** Applications should be submitted at least four weeks before the event date

- Events are approved on a first-come, first-served basis. For major events, it is not uncommon for sponsors to submit applications a year before the event
- To avoid publication of incorrect information, applicants are advised not to publicize events until after the County event permit is approved

**Q: Are there additional requirements for events at Hagg Lake?**

**A.** Use of Hagg Lake facilities (its trails, boat ramps, parking lots, bathrooms, etc.) requires a permit from Washington County Parks and Recreation (Hagg Lake). Applicants must provide an event-specific Certificate of Liability Insurance that additionally insures Washington County, its commissioners, employees and agents, Bureau of Reclamation and the Department of the Interior. If alcoholic beverages are served, proof of additional insurance that meets the minimum liabilities established by the current regional liquor laws must also be provided. For more information, contact Hagg Lake staff at 503-846-7000.

**Q: What is a Temporary Road Closure Permit and when is it needed?**

**A.** In addition to a Race, Walk and Bike Event Permit, a [Temporary Road Closure Permit](#) is required for events where:

- Event participants follow a course that goes out and back on the same road
- The number of participants requires a road closure for safety
- Other cases, as determined by Washington County.

Parades are usually exempt from Temporary Road Closure Permits.

To obtain a Temporary Road Closure Permit, email [Traffic Engineering Section](#) or 503-846-7950. Temporary Road Closure Permit applications must be submitted no less than four weeks before the event. A complete application includes:

- A \$1,000 deposit; applicant will be billed or refunded at the end of the project, based on the amount of staff time used. Credit cards are not accepted
- Traffic Control Plan and Detour route showing all sign designs and locations. NOTE: Detour routes cannot include roads of a lower [functional classification](#) than the road that is being closed

If approved, the applicant is responsible for:

- Notification of travelers at least 14 days in advance of the event via static signs or Portable Changeable Message Signs (PCMS), placed outside of the right-of-way. Roads below the Arterial Functional Classification require seven days’ advance notification
- Written notification to all properties within the closure area (mailing list available upon request)
- Written notification to all service providers (contact information will be provided)

- Notifications must include the name and phone number of the race coordinator
- Installation and maintenance of all traffic control devices for the duration of the closure; TCP modifications may be required if issues arise after the permit is issued
- If a 24-hour closure is approved, applicant is responsible to acquire a Noise Variance from the applicable jurisdiction

### III. EVENT REQUIREMENTS

#### **Responsibility for safety**

Permit review, approval and issuance is intended only for the benefit of the general public as opposed to a specific individual. The issuance of the permit does not constitute any representation or assurance that the event is safe. Event sponsors and participants are solely responsible for their own safety and the safety of nonparticipants.

The applicant is responsible for seeing that all County requirements for the event are followed. Events can only be held on routes approved in the event permit.

#### **Road condition**

The applicant is responsible for previewing the route well in advance of and immediately prior to the event and coordinating all actions to make the route safe for participants, spectators and the general public. The applicant must inform the road agency immediately if there are road hazards that need repair. If the hazards cannot be repaired in time for the event, the applicant must either place traffic cones so participants can avoid them or cancel the event.

#### **Temporary pavement markings/course direction (Do Not Use Paint!)**

- Only chalk may be used if temporary markings are needed to indicate course direction
- *Paint and other permanent markings cannot be used on roads*

#### **Clean up**

All event areas, courses and aid station areas must be cleared of litter (including cups and signs). Failure to do so may result in the County charging the applicant for this work. If sweeping is needed on improved streets, the applicant must arrange for this service.

#### **Police presence**

For events in urban areas with high traffic, police presence is advised. The applicant is responsible for contracting with the appropriate agency, either the Washington County Sheriff's Office or appropriate city police for these services.

#### **Sign requirements**

- Advance notification signs must be placed along the route (outside the right-of-way) one week prior to the event, and must include dates, time of day and potential for traffic delays
  - These signs shall have an orange background and black letters. Signs size must be 18" x 24" or larger, with a minimum 3" letter height and sans serif font. These signs can be mounted on MUTCD approved temporary stands or on wood stakes but cannot interfere with vehicle or

pedestrian traffic and must be monitored by the applicant. The County reserves the right to require post mounting of signs, based on conditions.

- An example of a sign:

BICYCLE RACE

JULY 4TH 11 A.M. – 2 P.M.

EXPECT TRAFFIC DELAYS

- Other signs requirements are site-specific and may include events requiring lane restrictions, road closures or traffic control flaggers. The submitted TCP for such events must include a clear, detailed map showing the location and type of all signs to be used. The “Oregon Temporary Traffic Control Handbook for Operations of Three Days or Less” is a concise resource providing specific sign requirements.
- When intersections with stop signs are controlled by flaggers, the stop signs must be covered.

### **Course marshal requirements**

Some race, walk and bike events use course marshal volunteers to direct participants. *If located on public streets, course marshals may only direct event participants during the event. Course marshals are not allowed to direct traffic.*

### **Traffic control flagger requirements**

Flaggers are different from course marshals. *Only state-certified traffic control flaggers with appropriate equipment and permits can direct traffic.*

## **IV. EVENT PERMIT REQUIREMENTS**

All event permit applications require a traffic control plan be submitted. The traffic control plan must:

- Clearly describes how the event will impact roadways
- Clearly describes plans for mitigating the impacts, including staffing, signage and equipment

Some events may also require a [Temporary Road Closure Permit](#) and/or [Temporary Signal Shutdown Permit](#), in addition to a [Race, Walk and Bike Permit](#). Coordination with the Washington County Sheriff’s Office and/or city law enforcement may also be required.

While event permit requirements are determined during the permitting process, the following are examples of some typical permit requirements, according to event type.

***For all events, paint must not be used on roads or sidewalks! Only temporary markings are allowed.***

### **Typical race/running event requirements**

- Runners must follow the “rules of the road” unless traffic control is provided
- A [Temporary Road Closure Permit](#) is required for running events where participants follow a course that goes out and back on the same road, for events where the number of participants requires a road closure and in other cases determined by the County

### **Typical walking event requirements**

- Routes must be on sidewalks and cross public streets only at legal crossing points

- The County will not close streets or divert traffic for walking events
- Applicant must organize the event to ensure participants remain on sidewalks and obey all regulations along the entire length of the route. The applicant must submit a plan outlining this process

**Typical bicycle event requirements**

- Cyclists shall follow the rules of the road unless specific traffic control is provided
- Certified flaggers or police officers must be used at intersections where cyclists will be disregarding the traffic control devices, and at all major street intersections that are not closed to through traffic, to direct and control vehicle and pedestrian traffic
- Traffic control signs must be placed on all approaches to all intersections controlled by certified flaggers, as prescribed in the “Manual for Uniform Traffic Control Devices” (MUTCD), Part VI
- Police presence is advised in high-traffic areas
- Generally, field sizes should not exceed 100, unless the road authority finds the road to be wide enough to accommodate a larger number of riders

**V. DEFINITIONS**

**Applicant:** The person, group, corporation, company, firm, business, partnership or agency named in and signing the permit and to whom the permit is issued.

**Bicycle Road Races:** Road races are mass-started, point-to-point bicycle events where riders compete for order of finish. They are usually held on suburban or rural courses, which may be from point-to-point, one large circuit or repeated shorter circuits. Route selection should include considerations for road width, time of day (work around school bus routes, construction and logging operations and peak traffic hours), traffic volumes, number of intersections and safe Start-Finish location. Promoters should provide front and back escort vehicles for the pack on major races.

**Bicycle Time Trials:** Time trials are events in which each bicycle rider rides the same route and distance (usually on an out-and-back or circuit course) alone with individual times being recorded to determine finish order. Normally the riders are started at preset intervals. Course selection should reflect a road with few intersections with other roads, a paved wide shoulder (minimum 4 feet), a safe turnaround and a smooth road surface.

**Bicycle Criteriums:** Criteriums are mass-started, high-speed bicycle events where riders race around a closed-circuit course for order of finish. Most criteriums are usually held on closed urban or suburban public streets and the circular course is normally one-half to 1 mile in length. Route selection should include consideration for minimizing impact on homes and businesses along the route, a minimum of road problems, smooth road surface, safety for cyclists, and a minimum of impact on other road users.

**Course Marshals:** Course marshals are volunteers used in race, walk and bike events to direct event participants traffic (bicycles or pedestrians).

**MUTCD:** “Manual on Uniform Traffic Control Devices for Streets and Highways”

**Right-of-Way:** The entire width between the exterior public property line, including the paved roadway, surface, shoulder area, ditches and other drainage facilities.

**“Rules of the Road”:** The general traffic laws, practices and procedures that all road users are required to follow.

**Traffic Control Flaggers:** Traffic control flaggers are different from course marshals, who provide direction on the event course to event participants. Only state-certified traffic control flaggers with appropriate equipment and permits can direct traffic (motor vehicles, bicyclists or pedestrians).