

# **RACE PERMIT APPLICATION**

**(Please read and follow the instructions to insure the best service)**

Minneapolis Ordinance (CHAPTER 447 Parades/Races) requires a permit for bicycle races, foot races, race walking, wheelchair racing, rollerblading, marathons and jogging events when any portion of the event occurs on a city street.

Note: If the event occurs **exclusively** on park property, contact the Minneapolis Park Board, for [Park Permits and Reservations](#). A permit is not required from the City.

In addition to completing a Race Permit Application, the event must meet these requirements:

- Application must be submitted at least 60 days prior to event. A legible route map must be included.
- Race route must be approved by Doug Maday, Public Works Traffic & Parking Services (612) 673-5755 or Police Sgt. Patricia Hellen, (612) 673-3942.
- Once race route has been approved, please **provide detailed traffic control plan** with application showing the location and type of traffic control signs.
- Race events must take place between the hours of 6:00 a.m. and 3:00 p.m. on Saturday, Sunday or legal holiday.
- Proof of Insurance must be provided to the City (See Minneapolis Ordinance §447.140).
- Authorized traffic control agents or police personnel must be provided at all intersections requiring traffic control.
- Barricades, signs and delineation equipment must be installed and removed as directed by either the Public Works or Police Department. The City does not rent equipment. There are a number of local private firms which do rent the equipment.
- Volunteers must be provided to monitor barricades at all intersections not requiring traffic control personnel.
- Residents and property owners abutting the event route must be notified by leaflet at least 48 hours, but not more than 7 days, before the event (See Minneapolis Ordinance §447.130).

## **Application Fee**

\$100 non-refundable filing fee is required with the application.

## **Participant Fee**

A permit fee of \$.50 per participant is due within 5 days prior to any event which exclusively uses city streets. The \$.50 fee is based on pre-registration or number of participants as noted in the application, whichever is higher.

Additional participant fees for the actual number of participants are due within 7 days after the event. If the actual number of participants was less than stated in the application you may apply for a refund within 7 days of the event.

If event is on both Park and City Property participant fees will only be charged by the Park Board. Fees not received may precipitate revocation of permit and non-issuance of future permits.

## **No Parking Sign Posting Fee**

When the posting of temporary "No Parking" signs along a race route is required, applicants seeking a race permit for a race must additionally pay fees that shall be set by resolution of the City Council (See Minneapolis Ordinance Chapter 447). Before the application is submitted, please contact Doug Maday at 612-673-5755 to determine the posting fee. Payment of the posting fee must be submitted with the application.

**Please complete the attached form and return it to:**

**Dee Ann McQuerry  
Department of Public Works  
Traffic & Parking Services Division  
33 North 9th Street, Room 100  
Minneapolis, MN 55403-1326**

**APPLICATION/PERMIT FOR RACE  
CITY OF MINNEAPOLIS**

**NOTE: An application for a race permit shall be filed with the Director of Public Works please allow not less than sixty (60) days for application process before the proposed date on which it is proposed to conduct the race.**

FOR OFFICIAL USE ONLY		
RACE APPROVED: <b>YES NO</b>	SIGNATURE OF CHIEF OF POLICE:	DATE SIGNED:
DATE APPROVED:	SIGNATURE OF DIRECTOR OF PUBLIC WORKS:	DATE SIGNED:

**NOTICE: This permit is not to be construed as authorizing any race over such streets and highways as are under the jurisdiction of the Minnesota Commissioner of Highways, and as to those, permission must be obtained from the proper and appropriate agency or office of the State of Minnesota.**

**THE FOLLOWING APPLICATION IS HERewith SUBMITTED TO THE DIRECTOR OF PUBLIC WORKS, CITY OF MINNEAPOLIS**

Request for permission to use the public right of way for the following type of event:    Bicycle Race    Foot Race    Race Walking  
 Jogging Event    Other (please specify): \_\_\_\_\_

1. Title of event: \_\_\_\_\_

2. Date when event is to be conducted: \_\_\_\_\_

3. Person seeking to conduct race: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

4. Hours when such event will start and terminate: \_\_\_\_\_

5. If race is proposed to be held for, or behalf of, or by an organization, give name, address and telephone number of the headquarters of the organization and of the authorized and responsible heads of such organization: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Person who will be race chairman and who will be responsible for its conduct: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

7. Route to be traveled, the starting point and the termination point. **(Please enclose a route map):** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Approximate number of persons who will participate in the event: \_\_\_\_\_

9. If Park Board property is involved has proper application been made to that agency:    Yes    No

10. Statement whether race will occupy all or only a portion of the width of the streets proposed to be traversed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

11. Location by streets of any assembly areas for such race: \_\_\_\_\_  
 \_\_\_\_\_

12. Time at which participants will begin to assemble at any such assembly area or areas: \_\_\_\_\_  
 \_\_\_\_\_

13. If applicable, interval of space to be maintained between participating units: \_\_\_\_\_  
 \_\_\_\_\_

**CONTINUED ON NEXT PAGE**

