

# **POLICY FOR ENCROACHMENT PERMITS ON COUNTY ROADS FOR COMMUNITY EVENTS**

## **GREENVILLE COUNTY**

Greenville County Square  
301 University Ridge, Suite S-3000  
Greenville, SC 29601-3686  
Phone: (864) 467-7016 Fax: (864) 467-7161



The Assistant County Administrator for Public Works may permit certain types of community events to take place upon the public streets, sidewalks, or associated rights-of-way of the County pursuant to the following conditions.

A. The sponsor of the event shall submit to the Assistant County Administrator for Public Works, or her designee, a written application for a permit at least seven days (7) prior to the opening of the community event for which a permit is desired.

The application shall state:

1. The event start and ending date and time.
2. The group, firm or individual by whom the event will be sponsored.
3. The purpose of the event.
4. The activities that will be included.
5. Road name and precise location of barricades.

B. In granting permits for community events, the following shall be considered:

1. The nature of the event.
2. The time period during which the event will occur.
3. The location of the event and whether the location inhibits the safe flow of traffic in the County.
4. Whether the activities would be in compliance with other applicable laws.
5. The general health, safety and welfare of the participants in the event or festival and the citizens of the County.

C. The sponsor of the event shall provide:

1. A map showing barricade location(s).
2. All cleaning services necessary to rid the event area of all debris and litter created as a result of the event (Failure to comply with this subsection may result in the County's withholding of permits for future events and/or fines for littering).
3. Approved road barricades (barricades must be placed in visible locations to prohibit vehicular traffic from entering the designated event area).
4. Notification of residents in the area of the road closure three (3) days in advance of the event.
5. Event start time and end time. Event must be between 7:00 a.m. and 9:00 p.m. with all barricades removed by 9:00 p.m.

D. Prior to the issuance of the permit, the sponsor of the event, through its representative making the application for the permit shall provide the County with a release of liability and holding the County harmless for any injury, damages, etc. resulting from the encroachment on the County property.

# ENCROACHMENT PERMIT APPLICATION FOR COMMUNITY EVENTS

**GREENVILLE COUNTY**  
Greenville County Square  
301 University Ridge, Suite S-3000  
Greenville, SC 29601-3686  
Phone: (864) 467-7016 Fax: (864) 467-7161



The Assistant County Administrator for Public Works, or their designee (County), may permit certain types of community events to take place upon the public streets, sidewalks, or associated rights of ways of the County. Prior to granting a permit for a community event, the County shall consider the nature of the event; the time period of the event; the location and safe flow of traffic; other applicable laws; and the general health, safety, and welfare of the participants in the event and the citizens of the County.

The sponsor of the community event shall submit to the County a written application for a permit at least seven days (7) prior to the opening of the community event for which a permit is desired.

## Contact Information

Applicant Name

Group or Firm Sponsoring the Event

Phone Number

## Event Information

Start Date / Time

Ending Date / Time

Road Name / Address of Event Location

Precise Location of Encroachment Segment

Purpose of Event

Included Activities

Event Area Fire District

1. The undersigned applicant hereby applies to the Greenville County Engineering/Maintenance Division for a permit for encroachment on County Road right of way for a Community Event.
2. The applicant agrees to provide the following:
  - All cleaning services necessary to rid the event area of all debris and litter created as a result of the event. Failure to comply with this may result in the County's withholding of permits for future events and/or fines for littering; and
  - Approved road barricades must be placed in visible locations to prohibit vehicular traffic from entering the designed event area.
3. Prior to the issuance of the permit, the sponsor of the event, through its representative making the application for the permit, shall provide the County with a release of liability and holding the County harmless for any injury, damages, etc. resulting from the encroachment on the County property.
4. Notification of residents in the area of the road closure, three (3) days in advance of the event.

My signature below acknowledges that I have read and understand the above terms and conditions.

Signature

Date

Authorized By

Date

Submit a copy of this form to the following:  
Greenville County Sheriff's Office 864-467-5454 (Fax)  
Greenville County EMS 864-467-7669 (Fax)  
Event Fire District

COUNTY OF GREENVILLE )  
 )  
STATE OF SOUTH CAROLINA ) **AGREEMENT AND RELEASE**

**WITNESSETH:**

**WHEREAS,** \_\_\_\_\_ as an authorized representative of \_\_\_\_\_ (hereinafter "Undersigned Group") has approached Greenville County (hereinafter "County") about encroaching on public streets, sidewalks, or associated rights-of-way owned by the County;

**WHEREAS,** the Undersigned Group seeks this encroachment for the purpose of holding a community event on County property from \_\_\_\_\_ through \_\_\_\_\_, along \_\_\_\_\_ Road/Street, for the following distance and/or segment \_\_\_\_\_;

**WHEREAS,** the Undersigned Group understands that accidents and injuries can occur while present on County property, and that the Undersigned Group assumes full responsibility for the risk of bodily injury, death, or property damage for Group members and Group invitees while in or on the County's public streets, sidewalks, or rights-of-way used for this event; and

**WHEREAS,** the Undersigned Group agrees to obey any rules and regulations established by the County regarding the public streets, sidewalks, or associated rights-of-way; and

**NOW, THEREFORE,** for and in consideration of being allowed to use public streets, sidewalks, and associated rights-of-way of the County property for a community event, the Undersigned Group hereby releases, indemnifies and hold harmless Greenville County, its employees, agents, bailees and servants against any and all claims, liabilities, and demands, whatsoever, even injury resulting in death, arising out of or in connection with the event whether caused by the negligence of the County or otherwise.

**FURTHER,** the Undersigned Group acknowledges that he has read all the terms of this instrument and understands that he is signing a complete release and bar to any claim resulting from the matters referenced herein; and that the Undersigned Group expressly agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of South Carolina and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**AGREED TO AND SIGNED ON** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By: \_\_\_\_\_ on behalf of \_\_\_\_\_  
Authorized Representative Requesting Group

## Possible Road Barricade Suppliers

<p>C &amp; C Supply 127 Industrial Drive Greenville SC 29607 (864) 242-9980</p>	<p>Cannon Supply Co. Apopka Avenue Greenville, SC (864) 235-1255</p>
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