



WYOMING DEPARTMENT OF  
TRANSPORTATION

**Guide for Special  
Events**

January 2015

**WYDOT Special Event Permits**  
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Information for district contacts is listed on page 4 of this document.

# WYDOT Special Event Permits

## Introduction

The Wyoming Department of Transportation (WYDOT) recognizes the need of many special interest groups in the state, and may allow these groups to hold organized events on state highways and along highway rights-of-way with prior approval.

Event organizers need to communicate and coordinate their plans and routes with WYDOT. WYDOT's goal is a safe and successful experience for event participants and other travelers who may happen on the event. Frequent communication with the designated contact people for your specific event is encouraged.

This guide offers useful suggestions that allow for safe events to be conducted with minimal disruptions to the rest of the traveling public and provides event organizers with information on how to obtain permits and the application process for an event.

WYDOT requires that all event organizers obtain a Special Event Permit even if the event does not close or restrict the roadway for normal traffic.

By using the permit process, the event organizer(s) will gain important knowledge and make contacts to help the event operate efficiently. The permit process will also provide information to WYDOT and Wyoming Highway Patrol staff to help them prepare for the event.

## How Do I Apply For A Special Event Permit?

The permit applications are available online at <http://www.dot.state.wy.us/home/permits.default.html> or from the WYDOT maintenance staff or bicycle/pedestrian coordinator in Cheyenne or from any district office.

**The application must be submitted at least 60 days prior to the event.**

WYDOT defines a "Special Event" or "Athletic Event" as any organized event which is held outside the corporate limits of any city or town on a state highway, but cannot comply with all applicable traffic statutes and ordinances. This will include, but not be limited to wagon trains, fairs, exhibitions, motion picture filming, bicycle races and foot races. WYDOT will respond within 30 days after receiving your application.

It is very important for event organizers to know where highway construction and/or maintenance projects might be encountered. This information is available online at [www.wyoroad.info](http://www.wyoroad.info) (select *CONSTRUCTION* from the menu on the left) or from the appropriate WYDOT district maintenance staff.

## Selecting Event Routes

When planning the event route, organizers need to keep several items in mind:

- **Adequate shoulder widths** – does the route have adequate shoulders for event participants and support vehicles to travel on safely out of mainline traffic?
- **Relatively low truck traffic** – is there a high percentage of truck traffic on the highway? The combination of Wyoming’s infamous winds and semi-trucks can create difficult travel conditions for event participants at times.
- **Planned construction and maintenance projects** – are roadway construction and/or maintenance projects scheduled, which could conflict with the event on the scheduled route?
  - Roadway work zones are dangerous and should be avoided if possible. If they cannot be avoided, the event organizer should consider alternates such as shuttling participants around the work activities.

The appropriate district coordinator and the bicycle/pedestrian coordinator will be able to assist the event organizer in answering these questions. WYDOT also has available the “Wyoming Bicycle Guidance Map.” The map illustrates the designated Wyoming bicycle routes where touring bicyclists are encouraged to ride. This map can be obtained online at [http://www.dot.state.wy.us/home/dot\\_safety/pedestrian\\_bicycle.html](http://www.dot.state.wy.us/home/dot_safety/pedestrian_bicycle.html) or from the WYDOT bicycle/pedestrian coordinator and the district offices.

Also, when selecting an event route, the following items need to be taken into consideration:

- Feasible locations for rest stop(s)
- Traffic volume
- Road grades

## Selecting Rest Stops

When selecting rest stops along the event route, several items need to be considered:

- **Adequate space off the roadway and shoulders** – is there enough space for all participants to get off the roadway completely? For safety reasons, everything associated with the rest stop must be off the roadway shoulders, including participants, sag/support vehicles, and equipment; the farther from the roadway, the safer the situation.
- **Is the rest stop easily accessible from the route?**
- **Adequate sight distance** – is there adequate sight distance for motor vehicles when they approach the rest stop? The areas need to be relatively flat so approaching vehicles can see when approaching the event from either direction. The motorist needs

sufficient distance to react to events properly and safely. Locations that are on hills or curves should be avoided. Take into consideration that either an approach or flat area in the right-of-way (off the shoulder) might be used. Keep in mind when using an approach that the access is not to be hindered from its intended use.

WYDOT recommends using existing rest areas along the route for rest stops. They function well because of the parking space provided and the facilities available. Rest areas can usually provide space for all event personnel to be off the highway and shoulder.

WYDOT publication "A Guide to WYDOT Rest Areas" is available online at [www.wyoroad.info](http://www.wyoroad.info) (*select REST AREA from the menu on the left*). The publication also lists RV dump stations.

If a rest area is not available along the route, it is recommended that the event organizer coordinate with smaller communities to determine the feasibility of using the community facilities as a rest stop.

## **Traffic Control**

The permit applicant shall provide a traffic control plan which adequately describes all traffic control measures to be used throughout the event. The event's traffic control operations, must comply with the national Manual on Uniform Traffic Control Devices.

"This traffic control shall include appropriate advance event notifications, warning signs, event marshals (flaggers), event field size, event escorts, traffic detours or delays, uniform peace officer requirements, etc."

Any flaggers that will be performing highway traffic control must review WYDOT's flagger operating procedures prior to starting his/her flagger duties. When it becomes available, flagger's should be certified through the department's on-line flagging training course.

## **Safety Issues**

All traffic laws are to be followed at all times. When traveling through work zones, the flaggers must be obeyed. Should an event coordinator decide that it's prudent to shuttle participants through particularly difficult areas, the event operator is responsible for all arrangements, costs, etc., associated with this activity.

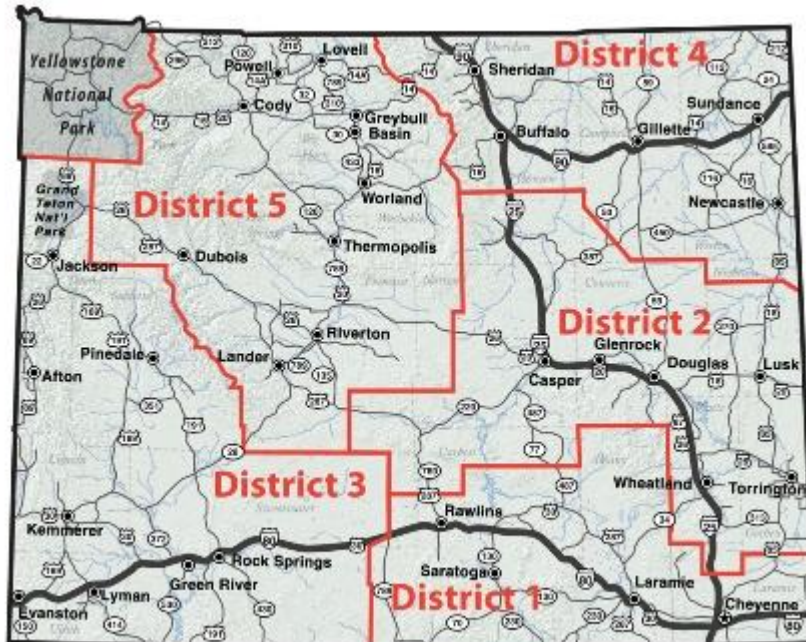
## **Dealing with Discourteous Motorists**

Most motorists are courteous and happy to share the road. Your safety is the priority. Avoid a confrontation. Know your rights and stay calm in all situations. If a motorist intentionally jeopardizes your safety, note his description and memorize the vehicle's license plate and description. This will allow you to file a report to the authorities by dialing 911 or the Highway Patrol at 1-800-442-9090.

## Need More Information?

Bicycle/Pedestrian Coordinator  
5300 Bishop Blvd.  
Cheyenne, WY 82009  
307-777-4719 – telephone  
307-777-4759 – fax

State Maintenance Engineer  
5300 Bishop Blvd.  
Cheyenne, WY 82009  
307-777-4051 – telephone  
307-777-4765 – fax



### District One

District Traffic Engineer  
3411 S. 3<sup>rd</sup> Street Suite 1  
Laramie, WY 82070  
307-745-2100 – telephone

### District Two

District Traffic Engineer  
900 Bryan Stock Trail  
Casper, WY 82602  
307-473-3200 – telephone

### District Three

District Traffic Engineer  
P. O. Box 1260  
1301 Elk Street  
Rock Springs, WY 82902  
307-352-3000 – telephone

### District Four

District Traffic Engineer  
10 East Brundage Lane  
Sheridan, WY 82801  
307-674-2300 – telephone

### District Five

District Traffic Engineer  
P. O. Box 461  
318 West "C"  
Basin, WY 82410  
307-568-3400 – telephone

## World Wide Web Links

- Application for Special Event Permit@  
<http://www.dot.state.wy.us/home/permits.default.html>  
select **Special Event Permit.pdf**.
- Wyoming Department of Transportation Operating Policy 25-5 @  
[http://www.dot.state.wy.us/home/dot\\_safety/pedestrian\\_bicycle.html](http://www.dot.state.wy.us/home/dot_safety/pedestrian_bicycle.html) page 38-40 of the  
**Wyoming Bicycle & Pedestrian Transportation Plan**.
- Wyoming Bicycle Guidance Map@  
[http://www.dot.state.wy.us/home/dot\\_safety/pedestrian\\_bicycle.html](http://www.dot.state.wy.us/home/dot_safety/pedestrian_bicycle.html)  
select **Wyoming Bike Route Map.pdf** from the menu in the body of the page
- Wyoming Bike Route Road Grades @  
[http://www.dot.state.wy.us/home/dot\\_safety/pedestrian\\_bicycle.html](http://www.dot.state.wy.us/home/dot_safety/pedestrian_bicycle.html)  
select **Wyoming Bike Route Road Grades.pdf** in the body of the page
- Construction Guide @ [www.wyoroad.info](http://www.wyoroad.info) choose **Construction** from the menu on the left, to bring up a map showing current construction sites.
- A Guide to WYDOT Rest Areas & RV Dump Stations @ [www.wyoroad.info](http://www.wyoroad.info) select **Rest Area** from the menu on the left.
- Road and Travel Info @ [www.wyoroad.info](http://www.wyoroad.info) select appropriate location from the menu on the left.
- Current Wyoming Highway Map @  
[http://www.dot.state.wy.us/home/travel/travel\\_maps.html](http://www.dot.state.wy.us/home/travel/travel_maps.html)