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12000 Findley Road, Suite 400, Johns Creek, GA 30097

## **RUN/WALK ADMINISTRATIVE PERMIT APPLICATION**

*The City of Johns Creek has established a 5K route; the route only is pre-approved and intended to expedite the permit procedure and is strongly encouraged. The route is attached on page 3, if an alternate route is desired a letter of justification must be submitted with Items 1 – 6 listed under Required Materials.*

### **REQUIRED MATERIALS:**

- 3 copies (11 by 17) of the pre-approved route, clearly indicating the staging area, sanitary & trash facilities, water tents/tables, first aid stations, parking lots, and transport routes (if applicable).
- The City's Race/Run/Walk Administrative Permit Application (1 original & 1 copy)
- Emergency Service Plan (if applicable, to be determined during the review process)
- Certificate of Insurance naming the City as an additional holder (original will need to be mailed to the City after approval but prior to the event date)
- Signed & Notarized statements by all private property owner's allowing event activities on their property for the date of the event; if any other than State Farm.
- Administrative Fee: \$50 plus \$10 per day (Payment of hired police officers, additional public safety representatives to be coordinated with Police Department prior to approval)
- TPA's (Technology Park) application for use of the TPA Johns Creek's campus (2 originals)
- Agreement with State Farm for the use of their property for parking and staging (2 originals)

### **SUBMITTAL INSTRUCTIONS & NOTES:**

- All materials are submitted to the Community Development Department with the Administrative fee.
- Various departments and Technology Park approved or deny the application.
- If application is approved by Departments/Staff the additional fees (outlined on page 4) shall be dropped off to the Community Development Department.
- Once an application is approved by Staff it will be deemed submitted, and will require the City Manager's approval. It is the applicant's responsibility to contact all involved Staff (two supervisors will be on-site for each event and contact information for these individuals will be given to the applicant prior to approval) to make the arrangements for the day of the event. Once all arrangements have been finalized and all fees have been paid, the application will be given to the City Manager. An application is not deemed approved until the City Manager has signed his approval. All applications shall be submitted to the City a minimum of 14 days prior to the event.
- Any additional information which the City Manager may find reasonability necessary to the fair administration of the requirements set forth within the City Code and Zoning Ordinance which may include a complete record of all arrests & convictions against the applicant & every partner, officer or director of the applicant for violations of any and all laws and ordinances of the city, county, state, or federal government, other than minor traffic violations, may be required.

**ADDITIONAL FEES for pre-approved route only (alternate route may incur additional fees):**

**Police:**

8 Officers each with a vehicle will be required

1 Rover

1 Supervisor

6 Officers stationed along the course

Car fees: \$35.00/for first hour, \$10.00/each additional hour

*(Paid to the City of Johns Creek, paid prior to permit approval)*

Officers: \$50.00/hour

*(Paid directly to each individual Officer, on the day of the event)*

\*\*\* A minimum of three hours is required per event \*\*\*

Total Police fees (for the minimum 3 hour event) = \$1,640

**Traffic Control Fees:**

\$1,750 - which includes set-up and removal of all required traffic control devices

*(Checks must be made out to RoadWorx, paid prior to permit approval)*

**ESTIMATE TOTAL EVENT FEES:**

POLICE: \$1640

TRAFFIC \$1750

ADMINISTRATIVE FEE: \$50

**TOTAL: \$3,440**

**RUN/WALK EVENT APPLICATION**

Name/ Description of Proposed Event: \_\_\_\_\_

Location (including roads and property addresses that might be utilized):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) & Time: \_\_\_\_\_

Approximate number of participants: \_\_\_\_\_

**CONTACT INFORMATION**

Applicant Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Company/Association: \_\_\_\_\_

Please use the additional lines to provide the name(s), home address(es), and phone number(s) of any person associated with the event that might have oversight responsibility other than the applicant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL PROVISIONS (if applicable)**

Trash & Clean-up of event area: \_\_\_\_\_

First Aid Provisions: \_\_\_\_\_

Vehicle & Trailer Storage: \_\_\_\_\_

**Applicant's Certification, Affidavit, and Signature**

**I understand that the City's approval of the permit for this event application to use the City's preferred route depends, in addition to all the criteria listed in the City's ordinances,**

on the approval of the private property owner, an application for which is included with the packet being provided for you. I understand that I must submit the City's application and the private property owner's application together to the City with all appropriate fees. I hereby acknowledge that, by filing this Event Application with the City's preferred route, the City does not serve as an agent of the private property owner of the property containing a portion of the route for this event, but is merely accommodating the applicant in submitting the private property application to the owner. The City is not responsible for the approval process of the private property owner and is further not responsible for any denials of the private property owner, who is not under any obligation to comply with the review criteria established by City ordinances for review of the City's portion of this application and is under no obligation to approve or deny any application. I moreover understand that if the application is not approved by the private property owner, the City would be unable to grant the application a permit for use of the City's preferred route. If thus denied, the applicant would need to submit an alternate route for evaluation by the City prior to issuance of any permit for this event.

I affirm my understand of the above paragraph by affixing my signature below

Applicants Signature: \_\_\_\_\_

Sworn and Attested before me on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Permit #: \_\_\_\_\_

Fees: \_\_\_\_\_

Processed by: \_\_\_\_\_

Approved/Denied Date: \_\_\_\_\_