Informative-Use of Public Property

When filling out the College Township Application for Use of Public Property; Please type or print legible.

IF YOUR GROUP IS PROPOSING TO USE or CROSS or CLOSE a PennDOT Right of Way/Highway you must contact PennDOT to determine if your event will require a PennDOT permit.

(Traffic Control Specialist – PennDOT District 2-0 ph: 814-205-1188)

Please note that PennDOT’s Application for permit must have the Township Approval PRIOR to submission to PennDOT...and PennDOT requires submissions 8-Weeks PRIOR to the event. Therefore, events proposing use of a State Highway; Applications MUST be submitted to the Township 12-Weeks PRIOR to the proposed start date.

Non-PennDOT event application (Township Roadways Only): Please submit applications 30 days prior (4-weeks) to a proposed event.

Checklist of Typical Documents That Are Required for Use of Public Property

Each event is unique, so additional documentation or attachments may be required.

The following documentation should be gathered for submission to the Public Works Director to start the review process for Use of Public Property:

- Be sure to complete and sign the (*) application. (Both Signature boxes are required)
- (*) Contact information for Event Director (phone and address)
- (*) Name of the event / Type of Event
- (*) Start time and anticipated ending time of event
- Map of event area and all proposed routes to be used ~ Event Start ~ Event End. Provide a detailed written description of the event. Please be sure to note intentions for crossing/closing roadways and provide details for traffic and pedestrian safety control.
- If emergency services are being provided for staffing the crossings and/or closing of a street or highway, the applicant must provide a statement of acknowledgement from emergency provider. In addition, applicant must provide written responsibility of any services that may be billable.
- Copy of notification provided to all affected residents who live along the proposed routes.
- Certificate of liability insurance naming College Township as Additional Insured
- Proof of non-profit status (if applicable)
- Copy of brochure/handouts (if applicable)
- When use of crossing monitors, written acknowledgement from entity (i.e. Police Department or Fire Department) is required.
- Written statement of financial responsibility, from the applicant/group, for all billable services that may be incurred during the event.
- If utilizing private property, a letter of permission from property owner is required. (Note that events proposed on Penn State University property, must contact University Relations at [814] 863-1030)
- Remember that if State highway routes are involved, you must contact PennDOT. The contact information is at the top of this checklist. A copy of the PennDOT Application is available on collegetownship.govoffice.com

Use of temporary signage and/or temporary structures may require zoning permits from College Township Zoning Department: (814) 231-3021.

Use of concessions may require a health license from the State College Borough Health Department: (814) 234-7191.
APPLICATION FOR USE OF PUBLIC PROPERTY

Name of Sponsor: ____________________________
Address of Sponsor: __________________________
Email: ______________________________________
Phone No(s): ________________________ work
Phone No(s): ________________________ home

Type of Activity Planned:

Day(s) & Date(s) of Activity: ________________
Rain Date(if applicable): ____________________
From: ______________________ AM/PM
To: ______________________ AM/PM

Is the Sponsor a recognized, Non-Profit Organization?
☐ YES ☐ NO

Will you be providing food and/or drink to the public?
☐ YES ☐ NO (If yes, you must be in compliance
with the regulations of State College Health Department.)

Number of people anticipated with the event: ______

Location of Activity: (ATTACH LISTING IF SPACE IS NEEDED)

On ___________________________ street(s)
(if multiple streets and/or sidewalks are involved, show route on a MAP and attach.)

On sidewalks only? ☐ YES ☐ NO

On bike path? ☐ YES ☐ NO

On other public property (give address): ____________________________

Proposed Activity: ____________________________

If any part of this activity is to take place on other public property
(If applicable)

Applicant recognizes and agrees that College Township
requires the proposed activity to be conducted in such a manner
as to promote harmony in the area, insure
domestic tranquility and be within the limits established
by existing ordinances. By signature below, applicant
AGREES to insure the general clean-up of the area used,
immediately removing all litter at the completion of the
scheduled activity. Applicant AGREES to protect, defend,
indemnify and hold College Township and its officers,
employees and agents free and harmless from and against
any and all losses, penalties, damages, settlements, costs
or other expenses or liabilities of every kind and character
arising out of or relating to claims or causes of action of
every kind and character in connection with or arising
directly or indirectly from this special activity. Applicant
defense for and defend and such claims, etc. at applicant’s
sole expense and AGREES to bear all other cost and
expenses related thereto, even if such claims are
groundless, false or fraudulent.

☐ YES ☐ NO (If yes, have you acquired
a temporary retailer dealer permit?)

Official/Owner’s Signature ______________
Phone ____________________________

Street crossings? ☐ YES ☐ NO

Crossings Monitored by: ____________________________

Streets closed? ☐ YES ☐ NO

If yes, Street will be closed by:
☐ Applicant ☐ Municipality forces ☐ Other: ____________________________

Barricades, Cones and/or Signs required? ☐ YES ☐ NO

Barricades, Cones and/or Signs will be supplied by:
☐ Applicant ☐ Municipality forces ☐ Other: ____________________________

Routing for Approval: (Municipal Office Use ONLY)

If any part of this activity is to take place on State Highway,
SCPD officer sign here: ____________________________

Administrative: Initials ____________________________ Date ______________

Chief of Police: ____________________________ Date ______________

Director of Public Works: ____________________________ Date ______________

Municipal Manager: ____________________________ Date ______________

Approved application Township to email County 911 Center: 911SUPERVISOR@centrecountypa.gov

Any change in this application, whether approved at all levels or not, must be resubmitted and
routed through the same channels as if it were a new application.