

## Submission Completeness Checklist: Special Events

### REQUIRED DOCUMENTATION FOR STREETCAR TRACK ACCESS PERMIT

- SUBMISSION DEADLINES** – The following deadlines shall apply:
- Special Event activity – **30 calendar days** minimum prior to the start of the event.

**FAILURE TO COMPLY WITH THE 30 – DAY REQUIREMENT WILL RESULT IN AN AUTOMATIC DENIAL OF THE TRACK ACCESS REQUEST APPLICATION.**

- TRACK ACCESS TRAINING** – A track access training shall be completed **PRIOR TO** submittal of the Track Access Permit application. A valid ID# shall be required on the application at the time of submission. Track Access Training is available online through the Track Access Program Policy website: <http://www.sunmetro.net/streetcar/track-access>. For information regarding the online training/test, please reach out to 915-212-3465.

- APPLICATION** – Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing, to include all signatures/initials. Submittal of an application does not constitute acceptance for processing until Streetcar staff reviews the application for accuracy and completeness.

- SITE PLAN/MAP** – Submit a site plan or map detailing the event limits or route for any “moving” events.

- RAIL INSURANCE**- All required insurance shall be submitted with the application as stipulated in Exhibit E of the Track Access Program Policy.

- TRAFFIC CONTROL PLAN** – A traffic control plan shall be submitted with the application as stipulated in Exhibit D of the Track Access Program Policy.

- SAFETY MEETING SIGN-IN SHEET** – A sign-in sheet shall be submitted after the issuance of a track access permit and prior to any work/special event taking place on the streetcar right-of-way. Refer to Exhibit K of the Track Access Program Policy for a sign-in sheet template or provide your own template with printed name and signature of all that attended.



# Exhibit A1 Track Access Request - Special Event



1.0 **Date of Submission:** \_\_\_\_\_

1.1 **Date of Event:** \_\_\_\_\_

1.2 **Hours of Event:** From \_\_\_\_\_ To \_\_\_\_\_

**Accela CSSN**

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Office Use Only

**DOWNTOWN      UPTOWN**

**CSEV:** \_\_\_\_\_

Office Use Only

2.0 **Requestor:** \_\_\_\_\_

2.1 **Title:** \_\_\_\_\_

2.2 **Company:** \_\_\_\_\_

2.3 **Address:** \_\_\_\_\_

2.4 **Cell Number:** \_\_\_\_\_

2.5 **Email Address:** \_\_\_\_\_

3.0 **Description of Event:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4.0 **Number of Participants:** \_\_\_\_\_

5.0 **Limit of Access** (*describe location of event area, example – Santa Fe from Franklin to Paisano or the intersection of Oregon and University*):

6.0 **Do you have a valid Track Access Training ID# ?**       Yes, provide ID #: \_\_\_\_\_

**\*\*A Valid Track Access Training ID# is required at time of application submission, failure to provide a valid ID# will result in an automatic denial of application\*\***

*Track Access Training is provided online through the Track Access Program Policy website:  
<http://www.sunmetro.net/streetcar/track-access>. For information regarding the online training/test, please contact Moraima Cervantes at 915-212-3465.*

7.0 Is your Special Event considered a “Moving” Special Event? (i.e., Walk, Run, Marathon, March, Parade)

Yes  No

***If yes, Streetcar Specific Temporary Traffic Control as referenced in Exhibit D, Typical Applications is required at time of application submission. Failure to provide a Traffic Control Plan will result in an automatic denial of application.***

8.0 Does your event include the use of vehicles or parade floats?  Yes  No

8.1 *If Yes, provide a description of vehicle(s):*

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8.2 Vehicle Height\*: \_\_\_\_\_ Vehicle Width: \_\_\_\_\_ Number of Vehicles: \_\_\_\_\_  
\* Vehicle height measured from ground level to top most element of vehicle or float.

9.0 Does your event include the use of a stage, tent, canopy, elevated platform, or any temporary structure?  Yes  No

9.1 *If Yes, provide a description of structure:*

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9.2 Structure Height\*: \_\_\_\_\_ Structure Length: \_\_\_\_\_ Structure Depth: \_\_\_\_\_  
\* Structure height measured from ground level to top most element.

**Acknowledgements**

10.0 I \_\_\_\_\_ **(the “Applicant”)** understand that any encroachment into the Streetcar Operational Right-of-Way will require Streetcar Specific Temporary Traffic Control and the use of a Streetcar Flagger (if during revenue-service hours), as referenced in Exhibit D. I also understand that an approved Traffic Control Plan (TCP) or Pedestrian Control Plan (PCP) will also be required and that all flaggers and signage meet Texas Department of Transportation (TxDOT) standards incorporated in the most recent edition of the Texas Manual on Uniform Traffic Control Devices (TMUTCD). Furthermore, I understand that the City of El Paso will not furnish a Streetcar Flagger on my behalf, and that it is the sole responsibility of the applicant to contract with a traffic control provider. \_\_\_\_\_ **(initials)**

I understand when there exists multiple permits, or requests for access to the ROW it shall be the policy of EPSC to accept/process requests on a first come, first serve basis. Only one (1) Permittee may occupy the same requested portion of the ROW at a time, subsequent requests for the use of an already allocated portion of the ROW will be denied regardless of permission obtained from other COEP departments, contractors, vendors, or other regulatory entity. \_\_\_\_\_ **(initials)**

10.3 I understand that I must provide insurance as a condition of this permit application in accordance with Exhibit E. \_\_\_\_\_ **(initials)**

Applicant will coordinate with applicable City Departments, state, or federal agencies to obtain any necessary permits and approvals required for the proposed work and use of premises.

Applicant releases the City of El Paso ("City"), the Mass Transit Department for the City of El Paso ("MTD") and the City's and MTD's officers, employees, and agents from any liability and claims for illness, injuries, death, property damage, and/or property loss sustained by Applicant as a result of any inaction or action by the Applicant or third party on the public right-of-way.

**APPLICANT AGREES, TO THE FULLEST EXTENT ALLOWED BY LAW, TO INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY OF EL PASO (THE "CITY"), THE MASS TRANSIT DEPARTMENT FOR THE CITY OF EL PASO ("MTD") AND THE CITY'S AND MTD'S OFFICERS, AGENTS, AND EMPLOYEES FROM AND AGAINST ANY AND ALL CLAIMS, SUITS, ACTIONS JUDGEMENTS, FINES, PENALTIES, LOSS, DAMAGE, COST, OR EXPENSE (INCLUDING BUT NOT LIMITED TO ATTORNEYS' FEES), WHETHER DIRECT OR INDIRECT, DUE TO BODILY OR PERSONAL INJURY, DEATH, SICKNESS, PROPERTY DAMAGE, OR PROPERTY LOSS ARISING OUT OF APPLICANT'S ACTIONS OMMISIONS, AND/OR ACTIVITIES. IN THE EVENT A THIRD PARTY MAKES A CLAIM OR FILES A LAWSUIT AGAINST THE CITY AND/OR MTD FOR ANYTHING RELATED TO APPLICANT'S ACTIONS, OMMISIONS, OR ACTIVITIES, THE APPLICANT SHALL DEFEND SUCH CLAIM OR LAWSUITS ON BEHALF OF THE CITY AND/OR MTD AT APPLICANT'S SOLE COST AND EXPENSE. APPLICANT FURTHER AGREES TO REPAIR ANY DAMAGE OR DISTURBANCE TO CITY AND/OR MTD PROPERTY CAUSED BY THE APPLICANTS. APPLICANT AGREES THAT FOR PURPOSES OF THIS PROVISION THE ACTIONS, OMISSIONS, AND/OR ACTIVITIES INCLUDE THOSE OF THE APPLICANT'S AGENTS, EMPLOYEES, OFFICERS, CONTRACTORS, AND SUBCONTRACTORS.**

ACKNOWLEDGEMENT: I attest that this application is complete and accurate to the best of my knowledge. I understand that any inaccurate or incomplete information provided on this application may delay or be cause for denial of the Track Access Permit. Furthermore, I attest that I have read, fully understand, and accept all conditions and requirements of the Track Access Program Policy.

10.4 Applicant Name: \_\_\_\_\_

10.5 Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit Completed Applications through the City of El Paso  
Online Permitting System:**

<https://epermits.elpasotexas.gov/CitizenAccess/Default.aspx>