INSTRUCTIONS FOR SUBMITTING A SPECIAL EVENTS PERMIT APPLICATION

To use Arizona Department of Transportation Highway Right-of-Way for a Special Event, a Special Event Permit is required. The following instructions will assist you in the completion of your permit application.

Please fill in the following:

1. Name of the event and give a brief description of what the event entails

2. Enter the State Route or Highway to be used (i.e. I-10, B-19, SR 84, etc.)

3. In the "In or near" section, enter the closest town or city to where the special event will take place

4. Beginning milepost (or kilometer post) and ending milepost (or kilometer post). A milepost (or kilometer post) is a green and white sign panel with the word “MILE” (or “KM”) at the top and the associated mile (or kilometer) displayed beneath

5. Time the event will start and the time the event will end

6. Name of responsible individual applying for permit (Applicant). If you are applying on behalf of an organization you must have signature authority for that organization

7. Applicant’s title and phone number

8. Name of the organization that is hosting the event

9. Applicant’s address and email address

10. Signature of the applicant, and the date of signing

11. Submit the completed application to the District where your event will take place. Please see page two of the instructions for a state map with District boundaries:

   Northcentral District Permits Office
   1801 S. Milton Road
   P.O. Box 2717
   Flagstaff, AZ 86001
   Phone: 928.774.1491

   Northeast District Permits Office
   2407 Navajo Blvd.
   Phone: 928.524.5400
   Fax: 928.524.5454

   Northwest District Permits Office
   1109 E. Commerce Drive
   Prescott, AZ 86305
   Phone: 928.777.5861

   Central District Permits Office
   2140 W. Hilton Avenue
   Phoenix, AZ 85009
   Phone: 602.712.7522
   Fax: 602.256.9513

   Southwest District Permits Office
   2243 E. Gila Ridge Road
   Yuma, AZ 85365
   Phone: 928.317.2100
   Fax: 928.317.2107

   Southcentral District Permits Office
   1221 S. Second Avenue
   Tucson, AZ 85713
   Phone: 520.388.4200
   Fax: 520.388.4222

   Southeast District Permits Office
   2082 US Highway 70
   Safford, AZ 85546
   Phone: 928.432.4900

MAP WITH DISTRICT BOUNDARIES IS PROVIDED ON NEXT PAGE TO ASSIST YOU IN FINDING THE DISTRICT WHERE YOUR EVENT WILL TAKE PLACE; WHERE THE EVENT TAKES PLACE IS THE DISTRICT TO SEND YOUR APPLICATION TO FOR PROCESSING.