

Administration of Bicycle Events on Colorado Roads

Guidelines for Event Organizers

**Prepared by the
Colorado State Patrol
And the
Colorado Department of Transportation
Bicycle / Pedestrian Program**

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INTRODUCTION

The Colorado Department of Transportation (CDOT) and Colorado State Patrol (CSP), have worked with Colorado representatives of the United States Cycling Federation (USCF), Bicycle Colorado, Bicycle Racing Association of Colorado (BRAC), and the Colorado Bicycle Advisory Board (CBAB) to develop this guide for obtaining permits to hold bicycle events on public roads. The need for the guide arose from the growing interest in bicycle events and the popularity of bicycling as a form of transportation and recreation. The purpose of the guide is to provide race and event organizers with standard statewide permit application procedures for the uniform administration of bicycle races and events, while recognizing the CSP's, CDOT's, and local municipalities responsibility to preserve public peace, health and safety. The USCF Rule Book should be consulted for specific rules regarding bicycle racing.

Section 24-33.5-226 of the Colorado Revised Statutes (see Appendix A) allows bicycle racing on roads throughout the state upon the approval of, and under conditions imposed by the CSP, CDOT and local municipality where the event is held. This guide offers procedures which will allow events with minimal disruption for other road users.

Permits are always required for events that:

- Require partial or full closure of a roadway
- Significantly affect the normal traffic flow
- Allow participants to break the rules of the road such as ignoring traffic control devices (i.e., stop lights and stop signs)

Permits are not required when event participants will be following the rules of the road (See Appendix H). Although permits are not legally mandated for these events, organizers are encouraged to consult with the CSP and CDOT regarding safety precautions based on factors such as:

- Participants
 - Number of riders
 - Age of riders
 - Ability of riders

- Duration of the event
 - Time of year
 - Day of week
 - Start/Finish Time(s)
 - Number of Days

- Route Selection / Road Condition
 - Narrow or winding road with little or no shoulder
 - Traffic volume and relative speed of motorized traffic
 - Planned road construction and/or maintenance activities

Based on the results of that consultation the event organizer is responsible for obtaining a permit, if one is deemed necessary by the CSP and CDOT (See Appendix A, Colorado Statute 24-33.5-226., Section 2.5 b).

TYPES OF BICYCLE RACES

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Each of the following types of races has its own characteristics and special needs and may be permitted by the USCF and/or the CSP.

Road Races

Road races are massed start events, traveling one large circuit of generally up to 100 miles or repeated shorter circuits of 5 to 10 miles, or a point to point route. They are held on suburban or rural roads. Route selection should include considerations for road width, time of day (avoid school bus routes, construction and peak traffic hours), traffic volumes, number of intersections, and a safe Start/Finish location. Organizers should provide front and back escort vehicles for the pack on major races.

Time Trials

Time trials are events in which each bicycle rider rides the same route and distance (usually an out-and-back or circuit course) alone with individual times being recorded to determine finish order. The riders are started at preset intervals. Course selection should reflect a road with few intersections with other roads, a wide shoulder, a safe turn around and a smooth road surface.

criteriums

Criteriums are massed start, high speed events where riders race around a closed circuit course to compete for finish order. Most criteriums are usually held on closed local urban or suburb.

public streets and the circular course is normally one half to one mile in length. Route selection should include consideration for minimizing impact on homes and businesses along the route, a minimum of road problems, smooth road surface, safety for cyclists, and a minimum of impact on other road users.

Stage Races

Stage races are any combination of the three races listed above, generally scheduled over a period of two or more days.

Mountain Bike Races

Mountain bike races, permitted by the National Off Road Bike Association (NORBA), can be a combination of on and off road racing along paved or dirt roads and trails. Generally, the road portion is operated similar to a road race. However, depending on the timing of this portion, it may be more like a time trial.

Biathlons/Triathlons

Biathlons/Triathlons and other events which contain a competitive bicycling portion generally operate very much like a time trial race. These races are permitted by various groups, though not by the USCF.

OTHER ORGANIZED EVENTS

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Bicycle racing is not the only form of cycling which has become popular in Colorado. More and more people of all ages are taking to the streets and highways on their bicycles for commuting, exercise and recreation. Riders may be encountered riding alone or in small groups. These bicyclists should be following the rules of the road, such as riding on the right, riding single file, obeying traffic control devices and not impeding traffic. Cyclists should avoid riding in a long line and should provide breaks between groups of riders so that passing by motorists is easier and safer.

According to Colorado law, a permit is not needed for the following types of events because the participants will be following the rules of the road. However, as stated in the *Introduction*, event organizers are encouraged to consult with the CSP and CDOT prior to the event to determine if a permit is advised and if there is a high likelihood of traffic being effected to a significant degree.

Event organizers should advise cyclists riding in these events to follow the rules of the road. If a police officer observes a traffic violation, the cyclist(s) will be ticketed. Event organizers may request copies of Colorado's rules of the road at no charge from CDOT or Bicycle Colorado.

Guided Tours

Colorado is among the top two or three cycling destinations in the United States due to its extraordinary variety of road and mountain biking opportunities. Guided tours are generally limited to ten to twenty riders enjoying a multi-day cycling vacation. Generally, these tours are sag wagon

supported and guests may ride as much or as little as they desire depending on their ability.

Touring Club and Multi-day Rides

Bicycle clubs exist in almost every community in Colorado and offer a wide variety of road and mountain bike rides to their members. Clubs generally offer novice through advanced, half to one day ride options for families and singles. In addition, clubs and other organizations sometimes offer a large scale tour such as a century, double century, or multi-day event. For these large events, it is suggested that event organizers let the CSP and CDOT know about the event in advance to determine if their assistance or a permit is advised.

Charity Rides

During Colorado's cycling season, bicyclists have the opportunity to ride for charity almost every weekend. Bicyclists can choose a ride suited to their ability from a gentle, flat 10 mile fun ride to a thigh busting 500 miles, over several mountain passes, in five or six days. As charity rides continue to grow in popularity so does the number of participants, from several hundred to several thousand. Since the number of riders can significantly impact normal traffic flow, permits for these events are highly suggested. In some instances the event organizer will want to obtain a permit in order to prove due diligence in providing for the safety of the riders. If a rider is hurt during the event, the organizer would more easily be able to prove due diligence if a permit had been obtained and the permit requirements were followed.

TYPES OF ROAD CLOSURES

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Complete Closure

A complete road closure stops all motor vehicle traffic from entering the race course. Appropriate detours must be provided and police officers to direct the motoring public regarding the detour and reason for closure.

Moving or Rolling Closure

Moving closures require motorcycle patrolmen at the front and rear of each pack. Additional police officers are required to provide temporary road closures at all intersections, driveways, and entrances and exits from highways or other roadways while the racers pass through those areas. Depending on the number of racers, highway topography, staggered start, etc., rolling enclosures generally require more law enforcement personnel for traffic control. The abilities of the racers would effect the size and number of “packs” for any given race.

Partial Closure

Partial closures involve closing one lane of a multi-lane roadway for a race. Police officers are required to provide temporary road closures at all intersections, driveways, and entrances and exits from highways or other roadways while the racers pass through those areas. CDOT and the CSP will advise the organizer regarding the number and types of signs and cones necessary to warn motorists not to use a specific lane and in areas where a particular hazard, such as a narrow bridge or roadway area exists. Obvious problems also exist with oncoming traffic in certain areas where one lane of a two lane highway is closed.

PERMIT APPLICATION GUIDELINES

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The approval of a bicycle event permit will be granted only under conditions which assure reasonable safety for all race participants, spectators, and other highway users, and will prevent unreasonable interference with traffic flow which would seriously inconvenience other highway users. Participants in an approved bicycle race may be exempted from compliance with any traffic laws provided that traffic control is adequate to assure the safety of all highway users.

*The following requirements shall be met by the **event organizer**:*

GENERAL CONDITIONS

1. Applications (available from the CSP) (sample in Appendix B) for events shall be submitted at least 120 days in advance of the event. This length of time allows the CSP and CDOT to inspect the route, review the traffic control plan, and work with the organizer on approved starting time and locations (see Permit Conditions - Applications).

Event organizers are encouraged to have a planning meeting with the CSP and CDOT approximately 30 days prior to the actual application being submitted. Conflicts with other activities such as construction, parades, or fairs in the area can be avoided with advance planning.

2. If part of the event is to occur on a roadway within another jurisdiction (i.e., half of an event might be on a county road, the other half on a state highway), the organizer must request a permit from the local municipality. The CSP requires a copy of the permit.
3. Any use of private land shall have the owner's approval. The CSP requires a copy of the written authorization.
4. If a Start/Finish banner is to be used, it should comply with vertical clearance standards (minimum of 18').
5. If the projected speed of the event will exceed the posted or prevailing speed of traffic on the road, the road should be closed to other traffic when bicyclists are present.
6. Prior to the event, the organizer must review the course to determine potential problems that could endanger riders and equipment. The organizer is responsible for noting these problems to the participants, and if severe enough, shall cancel the race. Potholes can be circled with powdered chalk.
7. Adequate sanitary facilities, parking, etc. for participants, support crews, and spectators shall be provided.
8. Adequate crowd control shall be provided.
9. All litter, temporary signs and other event materials shall be cleaned up by the organizer immediately following the event.

10. Events scheduled on the same roadways on multiple days (i.e., four Sundays in a row) will be discouraged.

PERMIT CONDITIONS

Application

1. The application form must be submitted at a minimum of 120 days prior to the event.
2. Notification of approval or denial of the application will be within 30 days of the receipt of the application if all required supporting data is provided at the time of application.
3. If the application is denied the organizer will be told what corrections need to be made in the plan and allowed to resubmit the application within five working days. If denied again, refer to the “Appeal Process” section of this document.
4. The CSP and CDOT authorizing personnel may revise the above time requirements depending on the type of event and the number of anticipated participants.
5. Proof of insurance is required and must accompany the application, coverage shall be provided as follows:
 - a. \$150,000 for any injury to one person in any single occurrence.

- b. \$600,000 for any injury to two or more persons in a single occurrence.

Important: The “State of Colorado and Its Employees” must be named as additionally insured under the certificate.

Course

1. A detailed map showing the proposed course and direction of the event shall be submitted. Locations of parking areas, water stations, toilet facilities and other appropriate information shall be shown on the map. The parking areas and toilet facilities shall not be located within CDOT right-of-way along the route. The event organizer is responsible for obtaining appropriate permission to locate these facilities on private right-of-way.
2. The type of existing traffic control shall be shown for each intersection, detour, road involved in the event, and a proposed Traffic Control Plan shall be described. It is the responsibility of the event organizer to prepare the Traffic Control Plan to be submitted with the application. Traffic control companies can prepare plans for you if you need assistance.
3. Railroad crossing and bridges are to be given special attention. The event organizer shall coordinate with appropriate railroad representatives to ensure that the race schedule will not interfere with the operation of the railroad.

4. Approximately 150 days prior to the permit application being submitted, event organizers are encouraged to hold a planning meeting between the CSP, CDOT and local municipalities to discuss the proposed course. At the planning meeting, any known highway construction, maintenance activities or other events that are planned for the proposed routes will be discussed. An attempt will be made by CDOT to not schedule any construction or maintenance activities which will interfere with the event once the permit has been issued. A post-event debriefing is suggested within 30 days after the event to suggest improvements for subsequent years.

Notifications

The organizer is responsible for the following notifications:

1. All appropriate local and state law enforcement agencies shall be notified of the event at the time of the application.
2. All local jurisdictions (County Administrator, City/Town Manager) affected by the event shall be notified at the time of the application.
3. Local emergency units (fire, rescue, etc.), local post offices and regularly scheduled buses and trucking companies shall be notified upon approval of the permit or at least two weeks before the event.

4. At least two weeks before the event, the organizer shall distribute a news release to all local radio stations, television stations and newspapers which will announce the race and advise residents of potential travel delays. The news release shall include dates, times, roads which will be affected, and an estimate of the length of delay. A copy shall be provided to the CSP and CDOT.

Operation of the Event

1. Interruption of motor vehicle traffic flow shall be kept to a minimum.
2. An estimate of the number of participants shall be provided.
3. A contact person, the Chief Official or Event Organizer shall be designated prior to and available at the time of the event. Contact should be available by cell phone or portable radios.
4. Escort vehicles may be required. Vehicles for race officials should be clearly marked as "Official Vehicle".
5. All participants will be encouraged to wear bright, highly visible clothing. Numbers worn by all participants shall be positioned on their lower back to be visible from the roadway. For USCF events, USCF rules and regulations will apply.

- 6.** The event is to occur during daylight hours unless special permission is given.
- 7.** All riders shall ride on the right hand side of the road, as close as practical to the edge of pavement, and in single file to the extent possible, unless the road and/or lane has been closed to motor vehicles and/or escort vehicles are used. For USCF events, USCF rules and regulations will apply.
- 8.** The race will be terminated by the event organizer, CSP or CDOT authorizing personnel or representative if the weather conditions are determined to make the roadway unsafe for the event.
- 9.** During the planning process, the CSP and/or CDOT will assist the event organizer in determining the time of day that the event will be least disruptive to traffic.
- 10.** If the race is not a loop, it is recommended that buses and car pools provide transportation back to the start line.
- 11.** The media will not have any special privileges during the race and must obey all traffic laws. It is recommended they stay permanently stationed at desirable locations along the race course unless they are allowed to follow the race at the command of the Chief Official.

12. Vehicles used in setting up the aid and relief stations will not be allowed on the roadway during the race and must remain off the shoulder. “Official” vehicles may enter the course at the command of the Chief Official.

SAG (Support Aid & Gear) vehicles used in non-race events shall select an alternate route if possible, or proceed as normal traffic. SAG vehicles should minimize back tracking and pull as far to the right hand side of the roadway as possible when stopping to assist a rider.

13. Rest stops shall be placed on the right side of the roadway to avoid conflicts with traffic.

Traffic Control

A CSP officer will be required to control traffic at all intersections along state highways outside of incorporated municipalities and other locations identified by the CSP and CDOT, where existing traffic control devices are to be temporarily overridden by the event participants. Corner marshals may assist in the direction of event participants only; under Colorado law they have no authority to direct motor vehicle traffic.

In certain areas of a complete road closure, it may be deemed necessary by the CSP or CDOT to require one or more pilot cars (in accordance with the MUTCD) to guide a queue of vehicles through a corridor. The pilot car sign (G 20-4) shall be mounted at a conspicuous location on the rear of the vehicle.

Charges

1. The organizer will be required to pay for services and equipment provided by the CSP and CDOT to facilitate the bicycle event. If an organizer chooses to use the services of a traffic control company to prepare or make revisions to the traffic control plan he/she is responsible for any charges incurred.
2. Organizers must pay the application fee and estimated CSP costs in advance. CDOT will provide a cost estimate and itemized bill for services at the conclusion of the event.
3. The CSP will provide the organizer with a written estimate of costs and list of services to be provided. Upon completion of the event an itemized bill will be provided. If the estimate exceeded the actual costs, the CSP will issue a check to the organizer for the difference. However, if the actual cost exceeded the estimate, the organizer will be required to remit the difference to the CSP.
4. The permit application fee is \$25.00.

Appeal Process

If a permit is denied, the applicant may appeal through the appropriate chain of command at the CSP and/or CDOT. Simply ask for the name of the CSP Captain's or CDOT engineer's superior and how to contact them. Submit your appeal in writing for their review.

If the permit is approved, but conditions are not satisfactory to the event organizer, the conditions may be appealed as stated above.

SPECIAL CONDITIONS

Road Races

1. A complete road closure should be set up for national class events or when deemed necessary by the CSP or CDOT.
2. A rolling closure by police escort may be necessary, depending on the number of riders, when the race is located in a heavily traveled area or under special circumstances.
3. Front and back escort vehicles shall be provided by the organizer for races when field size, road alignment and traffic considerations dictate. Both vehicles shall display “BICYCLE RACE IN PROGRESS” signs, shall operate rotary beacon lights or flashing hazard lights if approved, and stay with the main pack. Riders who drop off the back of the pack shall follow the rules of the road.
4. Marshals shall be present at all intersections, and there should be multiple marshals as required at busy intersections. Approaches to all intersections controlled by corner marshals shall display three advance warning signs provided by the organizer (see Signing Standards).

Marshals can direct participant traffic only, all motor vehicle traffic must be directed by a uniformed police officer.

5. Pre-race signs should be placed along the course one week prior to the event and should state affected dates, time of day, and potential for minor traffic delays (see section on Signing Standards). A minimum of one sign every 15 miles in each direction or a minimum of one sign per course in each direction shall be installed; whichever is greater.

Time Trials

1. A road closure may not be necessary.
2. Riders shall follow rules of the road unless special traffic control is provided.
3. If special traffic control is used, marshals shall be placed at intersections where cyclists will be disregarding the traffic control devices. Marshals will also be needed at the turnaround point and at the Start/Finish line.
4. Pre-race information signs are not required, but may be helpful (see section on Signing Standards).

Criteria

1. Complete closure of streets is required. However, if multi-lane streets are used, it may be acceptable to allow a partial closure. In this case, adequate protection from traffic must be provided with an approved Traffic Control Plan. Generally, parked vehicles cannot be allowed on the race course, so the organizer will need to follow the CSP's and CDOT's regulations on advance notice before towing of vehicles from the course.
2. A reasonable detour around the course shall be available before the site can be approved. The organizer will need to provide detour signing as prescribed in the Manual on Uniform Traffic Control Devices (MUTCD), Part VI.
3. Businesses and residents shall be notified in writing by the organizer between one month and one week prior to the event, depending on the CSP's and CDOT's discretion.
4. Corner marshals shall be placed at all street intersections to control pedestrian flow, bicyclists and monitor motorist use of the detour. Police officers must direct motor vehicle traffic.
5. Police presence may be required in urban areas with high traffic volumes.

Biathlons/Triathlons

Refer to the appropriate event classification which best fits the bicycle race portion of the event.

MARSHALS

MARSHALS

Marshals, as they are referred to in bicycle racing, are flaggers. Their duty is to direct parking, spectators, and bicycle traffic during an event.. This is a serious duty, since it is possible that the lives of the bicycle racers rest in their hands. Keep in mind, under Colorado law, only police officers have official authority over the direction of motor vehicle traffic. Marshals are event hosts and an informational source to spectators and participants. A sample of a *Marshal's Handbook* is included in Appendix G.

General Knowledge

Marshals need certain information and tools to do their jobs effectively. Portable radios are used to keep in contact with other marshals and the event organizer. Cell phones are used to contact police officers. Marshals also need to know:

1. The time and direction to expect racers through their intersection.
2. The entire race course, starting times, and estimated ending times in order to answer questions.
3. How to direct spectator traffic in the parking lots, the need to act in a professional and commanding nature, using common sense.
4. That advance warning signs (FLAGGER SYMBOL, etc.) should be turned away from the road when the marshal is not available or if there is a long wait until the race returns through the intersection.
5. That a fluorescent orange vest with reflective stripes must be worn while on duty.

SIGNING STANDARDS

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Whenever signs are used on state and local roads, certain standards must be adhered to in order to provide road users with easily understood and legible messages. This insures that the message is clear and that the signs gain credibility.

Requests for temporary directional signing for special events are quite common. Such special events include (but are not limited to) the PGA International Golf Tournament, United States Olympic Festival, and World Mountain Bike Championships. Event or race organizers often have a number of opportunities to provide attendees with travel directions via fliers, newspaper advertisements, ticket mailings, etc., and are encouraged to do so.

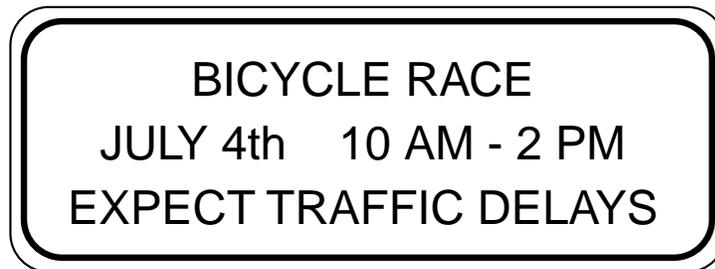
The principal purpose of Special Event signing is to direct attendees to parking areas, and is typically installed only from the point where driver confusion might reasonably be expected to begin. Overall, the anticipated impacts of special event traffic on the public safety and mobility will determine what, if any, temporary directional signing is appropriate.

MUTCD Standards

All signs and their lettering used for a race shall conform in size and shape with the Manual on Uniform Traffic Control Devices (MUTCD). CDOT shall advise race organizers on current standards; these shall be similar to those used in road construction.

Pre-Race Signs

Pre-race signs or banners may be installed along the route of a race one week before the race to warn motorists of the date, times, and potential for traffic delays. They must have an orange background and black lettering. An example follows:



These signs can be mounted on a temporary stand or can be mounted by CDOT at cost on a separate mounting temporary signs on existing posts beneath non-regulatory signs. However, no signs shall be placed on CDOT posts without prior approval of the Region Traffic Engineer. The organizer shall have CDOT or a traffic control company erect all required signs.

The CSP or CDOT may require the organizer to place signs or fliers on unattended vehicles within a closed course advising motorists of a race in progress and that the road is closed.

Intersections

Approaches to all intersections controlled by corner marshals should display three advance warning

signs. The signs should be placed between 150' and 400' apart in the following order: BICYCLE RACE AHEAD, FLAGGER SYMBOL, BE PREPARED TO STOP. The last sign that approaching motorists will see (BE PREPARED TO STOP) should be placed at least 150' in advance of the intersection. State maintenance workers use the formula $SPEED \times 10'$ to determine the best distance between signs. These signs should have an orange background and black lettering and be diamond shaped and must be mounted at least one foot from ground level. They may be installed on tripods or barricades for ease in installation and moving.



Race Pauses

Signs should be turned away from the street when the corner marshal is not available or if there is a long wait until the cyclists return to the intersection. The event organizer must give clear instructions and the expected timetable to corner marshals.

Escort Vehicles

Escort vehicles which operate with a race pack shall display a warning sign on the back (or front, for the front vehicle). It shall be rectangular in shape and have black letters on an orange background. An example follows:



Each escort vehicle must have an approved amber rotary beacon light on its roof or flashing hazard lights if approved, clearly visible from both directions of travel. Race Official vehicles will be clearly identified as "Race Official" with signs on the window on the left side of the vehicle and on the left corner of the front windshield.

RESOURCES

RESOURCES

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Colorado State Patrol (CSP)

District 1

18500 E Colfax Ave • Aurora CO 80010
303/344-2536

TROOP A

131 "C" Ave • PO Box 1090 • Limon CO 80828
719/775-2354

TROOP B

7600 E Orchard Rd • Englewood CO 80111

TROOP C

900 Wilcox St • Castle Rock CO 80104
303/688-3115

TROOP D

8200 N Hwy 85 • Commerce City CO 80022
303/289-4760

District 2

State Hwy Bldg • 902 Erie Ave • Pueblo CO 81001
719/546-5464

TROOP A

902 Erie Ave • Pueblo CO 81001
719/544-2424

TROOP B

18 E Arvada • Colorado Springs CO 80906
719/635-0385

TROOP C

2402 S Main • Lamar CO 81052
719/336-7403

TROOP D

Route 1 Box 427 • Trinidad CO 81082
719/846-2227

District 3

201 14th Ave • Greeley CO 80631
970/350-2211

TROOP A

201 14th Ave • Greeley CO 80631
970/350-2207

TROOP B

12850 County Rd 370 • Sterling CO 80751
970/522-4693

TROOP C

2412 E Mulberry • Fort Collins CO 80524
970/484-4020

District 4

State Hwy Bldg • 222 S 6th St • Grand Junction CO 81502
970/248-7217

TROOP A

222 S 6th St • Grand Junction CO 81502
970/248-7271

TROOP B

280 Ranney St • Craig CO 81625
970/824-6501

TROOP C

202 Centennial St • Glenwood Springs CO 81601
970/945-6198

District 5

231 W College Dr • Durango CO 81301
970/385-1675

TROOP A

231 W College Dr • Durango CO 81301
970/385-1675

TROOP B

1205 West Ave • Alamosa CO 81101
719/589-2503

TROOP C

2420 N Townsend Ave • Montrose CO 81401
970/249-4392

District 6

1096 McIntyre St • Golden CO 80401
303/273-1600

TROOP A

1096 McIntyre • Golden CO 80401
303/273-1616

TROOP B

PO Box 585 • Frisco CO 80443
970/668-3133

TROOP C

7701 W 120th Ave • Broomfield CO 80020
303/469-1966

**COLORADO DEPARTMENT OF TRANSPORTATION
(CDOT)**

Maintenance Superintendent

1325 S Colorado Blvd #707 • Denver CO 80222
303/757-9536

Bicycle/Pedestrian Program

4201 E Arkansas Ave Room 212 • Denver CO 80222
303/757-9982

Traffic Engineers

REGION 1

18500 E Colfax Ave • Aurora CO 80011
303/757-9122

REGION 2

905 Erie Ave • PO Box 536 • Pueblo CO 81002
719/546-5734

REGION 3

222 S Sixth St • Grand Junction CO 81502
970/248-7213

REGION 4

1420 Second St • Greeley CO 80631
970/350-2121

REGION 5

3803 N Main Suite 300 • Durango CO 81301
970/385-1400

REGION 6

2000 S Holly • Denver CO 80222
303/757-9511

TRAFFIC CONTROL COMPANIES

Traffic control companies throughout Colorado offer the service of designing traffic control plans and provide signs, personnel and equipment to facilitate events. Ask your local CDOT traffic engineer for references.

FLAGGER TRAINING

Traffic control companies throughout Colorado have trained flaggers for hire as well as flagger training courses.

MANUAL ON UNIFORM TRAFFIC CONTROL

DEVICES (MUTCD)

The CSP or CDOT should have a copy of the *Manual On Uniform Traffic Control Devices* and may provide additional information on appropriate signing. You may order a copy from the Superintendent of Documents, US Government Printing Office, Washington D.C. 20402.

BICYCLE COLORADO

PO Box 698 • Salida CO 81201 • 719/530-0051

Bicycle Colorado is Colorado's not-for-profit bicycle advocacy and tourism organization. Resource information about cycling in Colorado is provided to Coloradans and visitors from around the world.

BICYCLE RACING ASSOCIATION OF

COLORADO (BRAC)

PO Box 577 • Parker CO 80134 • 303/440-5366

BRAC is the spokesman for all its member clubs (over 50). They work very closely with the USCF District Representative and the national governing bodies in ensuring all road event comply with the rules and regulations of the USCF.

UNITED STATES CYCLING FEDERATION

(USCF)

Colorado Representative • Yvonne van Gent

1135A S Oneida • Denver CO 80224

303/757-1892

USCF

1 Olympic Plaza • Colorado Springs CO 80909

719/578-4581

Most road races are permitted by the United States Cycling Federation. The organization has official racing rules including such details as wearing an ANSI approved bicycle helmet, following the rules of the road unless under escort or with roadway agency approval, and staying on the right side of the yellow centerline of a roadway in a road race. These rules are enforced by USCF trained Race Officials who closely monitor each race. Contact the USCF for information on available insurance coverage.

NATIONAL OFF ROAD BICYCLING

ASSOCIATION (NORBA)

1 Olympic Plaza • Colorado Springs CO 80909

719/578-4717

INTERNATIONAL MOUNTAIN BIKE

ASSOCIATION (IMBA)

PO Box 7578 • Boulder CO 80304

303/545-9011

COLORADO BICYCLING ADVISORY BOARD

(CBAB)

4201 E Arkansas Ave • Denver CO 80222

303/757-9982

CBAB is the governor appointed citizens advisory board for the state of Colorado.

CSP PERMIT APPLICATION CHECKLIST

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As varied as bicycle events and races needs are, there are certain conditions which can be expected. The following checklist should be helpful when preparing your permit application. This checklist is only an overview - your attention to the details of your event may add or delete questions as needed.

Have you scheduled a planning meeting with the CSP and CDOT approximately 150 days prior to the submission of your permit application?

Has the application been submitted 120 days before the race?

How many road agencies are involved - check for road jurisdiction?

Is a permit being processed by another agency or municipality?

Is required insurance provided?

Are policy limits met?

Has the State and its employees been named as additional insured?

Has the Traffic Control Plan been developed? Traffic Control Companies can prepare plans for you if you need assistance.

Have you provided a map showing all roads and intersections involved and how they will be treated?

Have you shown on the map where corner marshals and signs will be located?

Will police involvement be necessary?

Will vehicle escort be provided if this is a road race?

If streets are closed, is a properly signed detour provided?

Have you provided a copy of the news release?

Does it include dates, times, lengths of delays anticipated, and roads which will receive delays?

Is there a media mailing list and date on which the news release will be mailed by the applicant?

Have residents and businesses been given sufficient advance notification by the applicant of closure for a criterium or road race where the entire road is closed?

Have major businesses, schools, fire and/or emergency agencies, transit companies been contacted by applicant?

Are other events scheduled which may cause a conflict?

Are pre-race signs built to specifications and do they have correct information?

Is private land being used for staging or parking? Permission proven?

Is adequate staging and parking space provided?

Are toilet facilities available?

Start/Finish banner to be used? Is it high enough? (18' minimum clearance)

Have procedures been arranged for emergency medical treatment?

If roads are closed, what routes will be available for medical units?

Have you scheduled a post-event meeting (within 30 days after the event) with the CSP and CDOT to discuss improvements for subsequent years?

Have you consulted your USCF rule book?