

## Course Inspection Form

The special event applicant or their designee, shall review the approved course (s) no earlier than three weeks and no later than two weeks prior to the event, making note of any concerns such as potholes, overhanging tree limbs, overgrown shrubs, debris such as gravel, etc. on this form. This form shall be submitted by email to the city’s event coordinator a minimum of two weeks prior to the event. While the city will make every effort to remedy the noted concerns, please note that all reported issues may not be resolved (repairs, landscape maintenance, cleanup) due to budget and funding constraints. It is the responsibility of the event organizer to address these issues/concerns with other options.

Please be aware that there is no guarantee the approved course will not be impacted by other road work as the event nears. It is difficult to plan for construction on private development projects, emergency repairs, utility work, and unplanned or extended capital improvement projects which may impact your approved route. It is the responsibility of the special event applicant to alert city staff to any concerns that arise during the required course inspection so that adjustments can be made to the approved course (s) prior to the event.

Additionally, adverse weather may restrict or close some roads or paths. This can occur at wash crossings in the northern part of the city or roads and paths within the Indian Bend Wash. The event organizer is responsible for this probability which may require event route modification, postponement or cancellation.

**Name of Event:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Date of Inspection:** \_\_\_\_\_

**Name of Course Inspector:** \_\_\_\_\_

ISSUE/CONCERN	LOCATION

**\* When noting location, please be specific, indicating the Street name, include a cross street, direction (north, south, east, west), and specific lane if more than one. For example: *Scottsdale Road, 100’ North of Jomax Road, northbound, in the curb lane.* You may provide photos for reference if available. Please include a separate page if additional line items are needed.**