



TEMPORARY USE - BATCH PLANT APPLICATION AND SEVERE WEATHER PLAN

This application is for Temporary-Use Batch Plants held on properties within County jurisdiction. It is recommended that this application (including a Severe Weather Plan and Minor Site Plan) be submitted at least **sixty (60) days** prior to operation. An approved certificate of liability insurance should be received at least **thirty (30) days** prior.

Return the following required documents via email to plan_dev@linncountyiowa.gov:

- **Application w/Severe Weather Plan**
- **Site Plan**
- **Proof of Insurance**

The standard application fee is \$100 and can be paid with check or credit card.

If your application is received 14 days or less prior to your event, an expedited application fee of \$500 will be charged.

All applications are subject to approval by the Linn County Technical Review Committee. For all new batch plants, a Resolution signed by the Linn County Board of Supervisors is required. Notice of Approval from Linn County Planning & Development or Resolution from the Board of Supervisors will include the conditions which must be met prior to operation. Please refer to the contacts list page for additional assistance.

Property Owner Information:
Name:
Address:
Phone:
Email:

Applicant Information:
Name:
Address:
Phone:
Email:

Batch Plant Address: (If different from above)

Temporary Use Start Date:

End Date:

Days per week and hours of operation:

Is any portion of the property located within a designated floodplain?	Yes	No
--	-----	----

Have you contacted the Building Division for review of applicable building code requirements/permits?	Yes	No
---	-----	----

Does the property have access from a state highway?	Yes	No
---	-----	----

Is the batch plant using any signage?	Yes	No
---------------------------------------	-----	----

If yes, please describe sign dimensions and locations:

Will restroom facilities be brought to the site?	Yes	No
--	-----	----

If yes, how many restrooms?

How many hand washing stations?

Describe types of vehicles using the facility:

Estimate the number of vehicle trips per day:

Number of parking spaces provided:

Number of on-site employees:

Describe the truck hauling route or attach a map:

SITE PLAN

A detailed map of the site must be attached to this application. Aerial Maps are available through [Linn County GIS](#).

The following should be identified and labeled including:

Parking	P	Restroom Facilities (including portable)	R
Weigh Station	W	Severe Weather Shelter Locations	SW
Plant Location	B		

SEVERE WEATHER PLAN

- This plan identifies actions to take during severe weather.
- The possibility of severe weather may exist at any time.
- Flexibility must be exercised when implementing this plan due to the wide variety of severe weather threats.
- Safety of employees or site visitors should always be top priority.
- Appropriate weather warning devices should be used to aid in decision making regarding the event.
- It is highly recommended that the Severe Weather Designee sign up for [ALERT IOWA](#). In the event of an emergency or severe weather, an alert will be sent to the phone number and/or email address provided by voice, text and/or email.
- For more information about emergency preparedness for severe weather, see [Severe Weather Plan Handout](#) or visit [Linn County EMA](#).

SEVERE WEATHER DESIGNEE(S)

- Individual(s) responsible for the safety of all persons on site.
- Monitors weather conditions and notifies all persons of severe weather threats in a timely manner.

Designee Name(s):	Cell Phone:

DESIGNATED SHELTER AREA(S)

- Identify severe weather locations on your Site Plan
- Locations should accommodate the maximum number of anticipated persons on-site.

List available OUTDOOR Shelter Areas:	List available INDOOR Shelter Areas:

Estimated Amount of Time Needed to Clear the Site	Decision Time to Evacuate the Site or Move to Shelter

I certify that I have read and understood the Linn County Temporary Use Permit Severe Weather Plan handout.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief, that I have read, understand, and agree to abide by the rules and regulations governing the proposed Temporary Use under the Linn County Unified Development Code. Applicant agrees to comply with all other requirements of the County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by these rules, and further certify that I, on behalf of the host organization, am also authorized to commit that the organization and therefore, agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to Linn County. I understand and agree that Linn County may rescind its permission to use County property at any time should it be determined to be in the best interests of Linn County.

Additions and/or revisions to this application may need to be submitted in writing. By signing this application, the applicant agrees and understands that this application is not permission to violate any laws, ordinances, or statutes. The Linn County Sheriff has the authority, in the interest of public welfare, safety or order to terminate the event without notice.

Owner's Signature:

Date:

Applicant's Signature:

Date:

Temporary-Use Permit Contacts

Linn County Planning & Development (Temporary-Use application process) plan_dev@linncountyiowa.gov	319-892-5130
Linn County Building Services (Tents, stages, electrical, building permits) plan_dev@linncountyiowa.gov	319-892-5130
Linn County Sheriff (Requests for off-duty deputies) sheriff@linncountyiowa.gov	319-892-6100
Linn County Emergency Management Agency (Severe weather planning) ema@linncountyiowa.gov	319-892-6500
Linn County Public Health (Restrooms, food and beverage permits) health@linncountyiowa.gov	319-892-6000
Linn County Risk Management (Certificate of Liability insurance requirements) risk_management@linncountyiowa.gov	319-892-5200
Linn County Secondary Roads (Entrance permits, road closures) engineer@linncountyiowa.gov	319-892-6400

Minimum Days Prior to Operation	Task/Additional Permit Required/Requests	Contact
60	Temporary Use Batch Plant Application	Planning & Development
30	Off Duty Officers	Linn County Sheriff
	Certificate of Liability Insurance	Linn County Risk Management
14	Building Approval for Temporary Structures/Electrical	Linn County Building Services

Linn County Temporary Use Permit Insurance Requirements

Section I Insurance Requirements

PERMITEE, at its own expense, shall procure and maintain insurance to cover all risk which shall arise directly or indirectly from the Temporary Use Event for which the county provides a permit. At a minimum, the following insurance is required, and the requirement level will be determined based on the number of participants and attendees, nature of the use or events activities, and the type of county property or other resources involved:

General Liability Insurance – Occurrence Form :

- a. **Low/Medium Risk Event or Use – minimum liability limit \$1,000,000**
 1. Events with little or no impact on the public
 2. Events in County parks or on public property without alcohol
 3. Church picnics in parks exceeding shelter occupancy and using other park areas
 4. Fund raising walks, bike rides and/or runs without street closures
 5. Sports contests in County parks

- b. **High Risk Event or Use – minimum liability \$2,000,000**
 1. Fireworks displays
 2. Parades
 3. Events requiring street closures
 4. Events that expect large crowds on public property
 5. Events for which admission is charged
 6. Large event taking place for more than one day
 7. Large events that include alcohol on public property

* Endorsements When Required Must Read:

1. **Additional Insurance Endorsement:**

Except for Workers' Compensation and Professional Liability, the policies shall include the County Additional Endorsement of: **The County of Linn, Iowa including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions, and/or authorities and the board members, employees, and volunteers, are included as additional insureds with respect to liability arising out of the insureds work and/or Services performed for the County of Linn, Iowa. This coverage shall be primary to the additional insureds, whether available coverage be primary, contributing or excess.**
2. **Governmental Immunities Endorsement:**
 1. Non-waiver of Government Immunity
The insurance carrier expressly agrees and states that the purchase of this policy and the including of the County of Linn, Iowa, as an Additional Insured does not waive any of the defenses of governmental immunity available to the County of Linn, Iowa under Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.
 2. Claims Coverage
The insurance carrier further agrees that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under the Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.
 3. Assertion of Government Immunity
The County of Linn, Iowa, shall be responsible for asserting any defense of government immunity, and may do so at any time and shall do so upon the timely written request of the insurance carrier. Nothing contained in this endorsement shall prevent the carrier from asserting the defense of governmental immunity on behalf of the County of Linn, Iowa.
 4. Non-Denial of Coverage
The insurance carrier shall not deny coverage under this policy and the insurance carrier shall not deny any of the rights and benefits accruing to the County of Linn, Iowa, under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in favor of the defense(s) of governmental immunity asserted by the County of Linn, Iowa.
 5. No Other Change in Policy
The insurance carrier and the County of Linn, Iowa, agree that the above preservation of governmental immunities shall not otherwise change or alter the coverage available under the policy.

Certificate of Liability Insurance Requirements

A Certificate of Insurance is required evidencing all required insurance coverage as provided with any required endorsements attached to evidence their inclusion in the coverage. The Certificate of Insurance are due before the Permit can be approved.

The following format is required:

1. Document must be dated less than ninety (90) days from the submittal date to the County
2. Producer Contact information Must include name, phone number and/or email address
3. Policy Expiration date must cover all event dates
4. Description of Operations must list Event Date and Event Name
5. Certificate Holder must be listed as follows:

Linn County, Iowa and its Employees
 Temporary Use Permit
 935 2nd St SW
 Cedar Rapids, IA 52404

* Endorsements, as required, shall be included with the Certificate of Insurance as evidence that the policy has been endorsed.

CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.		
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED , the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED , subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).		
PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
		NAIC #
INSURED	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	
COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		
INSR LTR	TYPE OF INSURANCE	LIMITS
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Legal Liability to Participant \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Per Event Basis	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$	EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	PER STATUTE OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Excess Medical & Accident (\$250 Deductible/Claim)	Excess Medical \$10,000 AD & Specific Loss \$2,500
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)		
The County of Linn, Iowa, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions, and/or authorities and their board members, employees, and volunteers, are included as additional insureds with respect to liability arising out of the Insureds work and/or Services performed for the County of Linn, Iowa. This coverage shall be primary to the additional insureds, and not contributing with any other insurance of similar protection available to the additional insureds, whether available coverage be primary, contributing or excess.		
Event Date: Event Name:		
CERTIFICATE HOLDER		CANCELLATION
Linn County Iowa Temporary Use Permit 935 2nd Street SW Cedar Rapids, IA 52404		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
		AUTHORIZED REPRESENTATIVE

LINN COUNTY TEMPORARY USE PERMIT SEVERE WEATHER PLAN

- A severe weather plan identifies protective actions to take during severe weather by management, personnel, and attendees of special/outdoor events sponsored by your organization.
- The possibility of severe weather may exist at any time, especially during special events such as farmers' markets, concerts, summer festivals, bike/foot races, carnival/fairs, company picnics, etc.
- Flexibility must be exercised when implementing your plan because of the wide variety and threat levels of severe weather that can occur. If discretion is exercised, err on the side of safety.
- It is highly recommended that the Severe Weather Designee sign up for [ALERT IOWA](#). In the event of an emergency or severe weather, an alert will be sent to the phone number and/or email address provided by voice, text and/or email.
- For more information about emergency preparedness for severe weather please visit: [Linn County Emergency Management \(linncounty-ema.org\)](http://linncounty-ema.org)

SEVERE WEATHER PLAN GUIDELINES

1. Select your Severe Weather Designee(s)

A Severe Weather Designee(s) shall be responsible for staff/attendee/volunteer safety during special events and to monitor weather conditions at least a day before the event and the day of the event. Linn County EMA may be able to assist with weather monitoring for large venues/events.

The Severe Weather Designee(s) will have available a mobile phone, or other communication device in case emergency responders must report to the area due to injuries, etc.

2. Develop your Notification Procedures

What To Do Before the Event

- Make a communication plan for canceling or postponing the event if severe weather is anticipated for the time frame the event is scheduled.
- Identify indoor and outdoor shelter areas to accommodate anticipated attendance
- Determine time necessary to clear venue if shelter areas are not available

- Establish the Decision Time to postpone/delay or cancel event
- Decision Time = (Event Start Time) minus (Time to Clear) for pending severe weather.

What To Do During the Event

Announcements

If severe weather occurs during the event, your Severe Weather Designee(s), in order of authority, will make the decision to postpone, delay, or cancel the event

If a severe weather notification is issued during the event, your Severe Weather Designee will make the following announcements:

Severe Thunderstorm Watch

"A Severe Thunderstorm Watch is in effect for our area. Event organizers are monitoring weather conditions and the event maybe (chosed one) suspended/canceled/postponed on short notice. Please be prepared to leave the area as quickly as possible."

Severe Thunderstorm Warning

"A Severe Thunderstorm Warning is in effect for our area. The event is (chosed one) suspended/canceled/postponed until further notice. Please leave the area as soon as possible."

Tornado Watch

"A Tornado Watch is in effect for our area. Event organizers are monitoring weather conditions and the event maybe (chosed one) canceled/postponed on short notice. Please be prepared to leave the area as quickly as possible."

Tornado Warning

"A Tornado Warning is in effect for our area. Take cover immediately. Do not go to your vehicle. Go to the (your designated tornado shelter)."

Tornado Sighting/Touchdown

"A Tornado has been sighted. All persons should take cover immediately. Do not go to your vehicle. Go to the (your designated tornado shelter)."

Other Severe Weather – (i.e. heavy rain, high winds, lightning, hail, etc...)

"This event is (chosed one) suspended/canceled/postponed until further notice. Please leave the area/take cover as quickly as possible."

Lightning Safety

The following specific lightning safety guidelines have been developed with the assistance of lightning safety experts. Design your lightning safety plan to consider local safety needs, weather patterns and thunderstorm types.

- As a minimum, lightning safety experts strongly recommend that by the time the monitor observes 30 seconds (approx. equivalent to 6 miles) between seeing the lightning flash and hearing its associated thunder, all individuals should have left the athletics/event site and reached a safer structure or location. Use of a lightning detector is helpful.
- Please note that thunder may be hard to hear if there is an athletics event going on, particularly in stadiums with large crowds. Implement your lightning safety plan accordingly.
- The existence of blue sky and the absence of rain are not guarantees that lightning will not strike. At least 10 percent of lightning occurs when there is no rainfall and when blue sky is often visible somewhere in the sky, especially with summer thunderstorms. Lightning can, and does, strike as far as 10 (or more) miles away from the rain shaft.
- Avoid using landline telephones, except in emergency situations. People have been killed while using a landline telephone during a thunderstorm. Cellular or cordless phones are safe alternatives to a landline phone, particularly if the person and the antenna are located within a safer structure or location, and if all other precautions are followed.
- To resume athletics/event activities, lightning safety **experts recommend waiting 30 minutes after both the last sound of thunder and last flash of lightning.** If lightning is seen without hearing thunder, lightning may be out of range and therefore less likely to be a significant threat. At night, be aware that lightning can be visible at a much greater distance than during the day as clouds are being lit from the inside by lightning. This greater distance may mean that lightning is no longer a significant threat.
- At night, use both the sound of thunder and seeing the lightning itself to decide on resetting the 30 minute "return-to-play/event" clock before resuming outdoor athletics/event activities. Again, a lightning detector is helpful.
- People who have been struck by lightning do not carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need prompt emergency help. If you are in a 911 community, call for help. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strikes. Automatic external defibrillators (AEDs) have become a common, safe and effective means of reviving persons in cardiac arrest. Planned access to early defibrillation should be part of your emergency plan. However, CPR should never be delayed while searching for an AED

Note: Weather watchers, real-time weather forecasts and commercial weather warning devices are all tools that can be used to aid in decision-making regarding stoppage of the event, evacuation and resumption/cancellation of the event