

SPECIAL EVENTS PERMITS - PERMIT APPLICATION PROCESS

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** New permit process and forms as of January 2010 Repeat event organizers should update their permit request forms **

SUBMIT PERMIT APPLICATION TO SHA

Once you have determined that your event will require the use of a State highway(s), consider scheduling a meeting with or contacting the appropriate SHA District Office to discuss the proposed event, route, temporary traffic control and permit application requirements. Conflicts with other activities/events can be avoided with advance planning. For events with very large anticipated attendance that are likely to significantly impact traffic flow on State roadways or for new events, the applicant is strongly encouraged to schedule a meeting, or series of meetings, with the appropriate District Office(s). This coordination should occur anywhere from a minimum of six (6) months prior to the event for larger events (e.g., all multi-district events, foot or bicycle races over 5km (3 mi), events with more than 300 participants, parades over one mile, etc.) to ninety (90) days prior to the event for smaller events (e.g., foot or bicycles races of 5km (3 mi) or less, events with less than 300 participants, parades under one mile, etc.).

The Special Event Permit Application Forms can be obtained from the SHA website or the appropriate SHA District Office. A completed application (including the Special Event Permit "Data Form", signed "Signature Sheet", and required attachments) should be submitted to the appropriate District Office as soon as possible, but no less than sixty (60) days prior to the event. The completed form may be submitted via mail, fax, email or messenger. If you have questions about filling out the forms, contact the appropriate District Office.

In addition to the completed forms, the following documents shall be submitted at the time of application:

- Route Map
- Traffic Control Plan (TCP)
- Other event information, as required by the District Office.

Data Sheet The Data Sheet is used to provide basic event information, including the event type, location, date(s), start and end times; event organizer contact information; impacts to State highways; planned use of law enforcement personnel, etc.

Signature Sheet The event organizer is responsible for coordinating with all local government agencies that will be impacted by the event. This includes, but is not limited to, the public works or transportation department, city manager, mayor, etc. of any incorporated municipality that the event passes through; municipal, county and/or State Police; County Engineer/Roads Department representatives; State or Federal park service representatives; and, county school system representatives.

The event organizer must obtain approval signatures on the Signature Sheet from an authorized representative of all applicable local government and police agencies prior to submitting the application to SHA. The event organizer should first obtain local government agency approvals, followed by local police approval, then Maryland State Police (MSP) approval. Only after all local agency and police approvals, as indicated by their signatures on the Signature Sheet, are obtained should the completed application be submitted to the appropriate SHA District Office for final approval.

Route Map Attach a suitably scaled map showing all the roadways that will be affected by the event to the application. Include a route narrative explaining the direction of travel, lane/road closures, rest stops, etc.

Traffic Control Plan (TCP) It is the responsibility of the event organizer to prepare the Traffic Control Plan to be submitted with the application. Firms or qualified individuals with temporary traffic control design experience can prepare plans for you if assistance is needed. The TCP should specifically address:

- How the event organizer will alter normal traffic flow,
- How the event organizer will provide for the safety and needs of event participants, and
- How uniformed police officers will be used, including an estimate of the number of officers needed.

The TCP shall indicate how traffic will be maintained, where the police control points are, and show what lanes, shoulders and total road closures are proposed. The TCP shall also provide detail on how affected intersections will be controlled and show all traffic control devices that will be used. The plan shall show signs for detours and/or informational purposes, including portable changeable message signs (PCMS), which will be used during and in advance of the event. For racing events, uniformed police officers or acceptable traffic control barricades are required at each signalized or STOP controlled intersection.

Other Event Information Depending on the size and nature of your event, some Districts may require additional information to be submitted along with the Permit Application. Refer to the Special Event Permit Checklist for a list of information that you may be required to provide to SHA. Contact the appropriate District Office for details on what will be required for your event. If required, this information shall be submitted to SHA with the completed application forms; therefore, it is extremely important that you coordinate with the District prior to the sixty (60) day permit application submission deadline.

Multi-District Events For events involving more than one District or neighboring states, contact the District Office where the majority of the event takes place. Approval signatures may be required from the other SHA Districts, as well as local government/law enforcement representatives at the Maryland State Police in the secondary Districts. **For events traveling through the state**, contact the Traffic Development and Support Division in the Office of Traffic and Safety at the address shown in Section H.

AGENCY REVIEW

A representative from the SHA District Office will review the information that has been submitted. The representative will:

- Examine the proposed route and gather information about any construction or maintenance projects that may create specific challenges or conflicts
- Analyze the impact the event may have on roadway operations
- Review the Traffic Control Plans for compliance with State and Federal standards.

During this review, the SHA Special Events representative may contact you for additional information. If the original route you have selected or TCP are not acceptable, the event organizer will be informed of the reason(s) and given the opportunity to redraft route and/or the TCP. In these situations, SHA will work with you to lay out a route that will provide the best and safest conditions for both your participants and the general traveling public. If the route is changed from the original submission, the event organizer must send SHA a revised Data Sheet, Signature Sheet (with local government and law enforcement agency signatures), route map, and traffic control plan.

Once the application package is acceptable, the authorized SHA representative will sign the Signature Sheet. Assuming the application and all required documentation was submitted at least sixty (60) days in advance and was acceptable on the first submittal, the original, signed Special Event Permit will be returned to the event organizer at least one (1) month prior to the date of the event. SHA will provide either hard copies or electronic copies of the approved permit to the affected local jurisdictions and police agencies. The permit, signed by all affected agencies and SHA, authorizes you to hold your event in accordance with the terms and conditions of the approved application package.

NOTIFICATIONS

The event organizer is responsible for advising the general public and local emergency services of pertinent details (road closures, detours, times and duration, etc.), including the following notifications:

- All appropriate local and state law enforcement agencies shall be notified of the event prior to submitting the Special Event Permit to SHA.
- All local jurisdictions (city, county, etc.) affected by the event shall be notified of the event prior to submitting the Special Event Permit to SHA.
- Local emergency units (fire, rescue, etc.), local post offices, schools, regularly scheduled buses, and affected residents and businesses shall be notified upon approval of the permit or at least two (2) weeks before the event, as needed.
- As needed, the organizer shall distribute a press release to all local media outlets (radio stations, television stations and newspapers) that will announce the event and advise residents of potential travel delays. The press release shall include dates, times, and roads that will be affected as well as an estimate of the length of delay.
- For events requiring lane closures on State roadways, the event organizer shall notify the Maryland State Highway Administration Statewide Operations Center (SOC) of any lane closures prior to the day of the event. On the day of the event, the organizer shall notify the SOC thirty (30) minutes prior to the actual closure of lanes by telephone at 1-800-543-2515 with confirmation of the start time, estimated time of re-opening, and to verify the location and lanes affected. Once the lane closures are about to be reopened, the event organizer shall notify the SOC to advise them of the opening.

It is not advised to advertise detailed event information prior to gaining SHA event approval.

SHA SERVICES

SHA provides the following services and support for your event at no cost:

- Help determining the appropriate routes for the event and need for traffic control
- Review and approval of formal Traffic Control Plans (Note: The event organizer is responsible for developing the Traffic Control Plan)
- Providing information on current highway construction and maintenance projects
- Facilitating the use of highway advisory radio and other public information efforts as appropriate
- If appropriate, providing written explanation to event organizer why application has been rejected.

REIMBURSEMENT REQUIREMENTS

- At this time, there is no charge for submitting a Special Event Permit Application.
- 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.
- The event organizer will be required to pay for traffic control services.
- Police Services: It is the event organizer's responsibility to determine which agency has jurisdiction (state police and/or municipal police) and make the appropriate arrangements with them to provide the necessary level of support. It is the event organizer's responsibility to reimburse the police agency for their services, if required.
- SHA Services: SHA will not provide employees or equipment for special events in most cases. In the rare event that SHA does provide employees or equipment to help with your event, a cost sharing agreement, which includes a written estimate of costs, will be developed prior to the event. This agreement must be signed by the event organizer and SHA.



Maryland State Highway Administration Special Event Permit - Data Sheet

Event: _____

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Purpose/Type: _____

Organizer: _____

Contact Person _____ Daytime Phone: _____

and Address: _____ Evening Phone: _____

Email Address: _____

No. of Participants: _____ No. of Vehicles/Units: _____ Rain/Snow Date: _____

Proposed Route: _____

(Written Description)

Will you be occupying all or part of a highway travel lane? No _____ Yes _____

Will you be closing all or part of a roadway? No _____ Yes _____

If Yes to either of the above, where? _____

Have you requested Local Police assistance?* No _____ Yes _____ Number _____

Have you requested Maryland State Police assistance?* No _____ Yes _____ Number _____

*** THE EVENT ORGANIZER IS RESPONSIBLE FOR OBTAINING LOCAL AND/OR STATE POLICE ASSISTANCE ***

CIRCLE THE DISTRICT(S) AND COUNTY(S) YOUR EVENT WILL TAKE PLACE IN

DISTRICT 1 Dorchester / Somerset / Wicomico / Worcester

DISTRICT 2 Caroline / Cecil / Kent / Queen Anne's / Talbot

DISTRICT 3 Montgomery / Prince George's

DISTRICT 4 Baltimore / Harford

DISTRICT 5 Anne Arundel / Calvert / Charles / St. Mary's

DISTRICT 6 Allegany / Garrett / Washington

DISTRICT 7 Carroll / Howard / Frederick

ATTACH THE FOLLOWING

- Map of affected routes
- Traffic Control Plan (including details on how intersections will be controlled, a detour plan, locations of police officers/volunteers and locations of all traffic control devices, as appropriate)
- Other event details _____

(Contact the District Office to determine what, if any, additional information will be required for your event.)

*** Submit completed Data Sheet and Signature Sheet to SHA no later than 60 DAYS prior to your event ***
<http://www.marylandroads.com/Index.aspx?PageId=59>



Maryland State Highway Administration Special Event Permit - Signature Sheet

EVENT: _____

ORGANIZER'S ACKNOWLEDGEMENT

I/We hereby affirm that the **ORGANIZER** of this **EVENT** and all **PARTICIPANTS** will comply with the Laws of the State of Maryland and any applicable county and municipal statutes and ordinances and will adhere to the terms and conditions set forth in this **PERMIT**. My/Our signature(s) below confirm that the **ORGANIZER** and all **PARTICIPANTS** agree to hold harmless from any liability, incurred by them or to others associated with this **EVENT**, the various governmental agencies providing assistance for this **EVENT**. The **ORGANIZER** may be required to obtain Liability and Property Damage Insurance with limits of at least \$300,000 per incident/\$1,000,000 aggregate.

ORGANIZER: _____
PLEASE PRINT NAME

REPRESENTATIVE: _____
PLEASE PRINT NAME

SIGNATURE: _____
PLEASE SIGN

TERMS AND CONDITIONS

- 1) This **EVENT** shall adhere to the route, number of participants and vehicles (not more than 10% higher than the numbers on this Permit), date(s) and times shown on the attached _____ sheet(s).
- 2) The **ORGANIZER** shall ensure that the approved **TRAFFIC CONTROL PLAN** is followed.
- 3) In the event of winter weather during the event, SHA will require access to all State Highways for weather related operations. This may require cancellation of the event.
- 4) Immediately following the event, the **ORGANIZER** shall clean up all litter, temporary signs and other event materials and return the roadway to a condition equal to or better than its condition before the event.
- 5) Additional stipulations: _____

AGENCY APPROVALS

Before signing and giving approval for your agency, consider the following:

- 1) Ensure you have the approval authority to sign for your agency to commit manpower and resources.
- 2) Ensure you have looked over the entire application package, including the Route Map and Traffic Control Plan. If you identify any problems, have the event organizer address them prior to signing.
- 3) If reimbursement is required, ensure you have mutually agreed upon the amount (in writing) and terms under which payment will be made.

Local Government (_____): _____
AGENCY SIGNATURE PRINTED NAME DATE

Local Government (_____): _____
AGENCY SIGNATURE PRINTED NAME DATE

Local Government (_____): _____
AGENCY SIGNATURE PRINTED NAME DATE

Maryland State Police: _____
SIGNATURE PRINTED NAME DATE

State Highway Administration: _____
SIGNATURE PRINTED NAME DATE

PUBLIC NOTIFICATION OF ROAD CLOSURES

The applicant for a special event, which involves the closure of MD Rt. 33, shall be responsible for obtaining and installing appropriate signage to notify the public of such road closure. The sign shall contain the following information:

Date of the event

Times of road closure

Purpose of the event

I hereby certify that I have read and understood the requirement for public notification as set forth above and will secure and install such signage a minimum of 7 days prior to the event. Signage to be installed at the southern and northern entrances into the Town.

Signage to be removed with 48 hours after the conclusion of the event.

Signature

Date