



DEPARTMENT of TRANSPORTATION

Marc Elrich
County Executive

Christopher R. Conklin
Director

BLOCK PARTY / NEIGHBORHOOD EVENT APPLICATION

APPLICATION SHOULD BE MADE AT LEAST
Four (4) WEEKS PRIOR TO THE DATE OF THE EVENT

Applicant Name: _____

Address: _____

Daytime Phone: _____ Fax: _____

Email Address: _____

Event Name: _____

Event Location: _____

(Please attach a map)

Day / Date: _____ Rain Date: _____

Time: _____

NOTE: Applicant must conform to the requirements listed on page 2.

Please submit the application by regular mail, or you can send it via email
at TrafficOps@montgomerycountymd.gov

DO NOT WRITE BELOW THIS LINE

Approved: _____ Date: _____

Division of Traffic Engineering & Operations

LOG#

cc: Police:

TMC: Chris Leight

FRS: Fire Special Events

Division of Traffic Engineering and Operations

www.montgomerycountymd.gov/dot

100 Edison Park Drive, 4th Floor, Gaithersburg, Maryland 20878 - 240.777.2190, Fax 240.777.2080

Montgomery County, MD
Department of Transportation

Block Party / Neighborhood Event Requirements

1. The applicant **must** post signs (see Sign Illustration at the bottom of this page) notifying the public at least one (1) week prior to the day of the event. The signs **must** be posted on the right side of roadway facing traffic at the points of closure or at the beginning of each street along an event route. Sign lettering **must** be legible for motorists to see and comprehend.
2. There must not be any admission fees, sale of goods, services, or alcohol.
3. Traffic cones spaced no further than five (5) feet apart **must** be used to close the roadway(s) for block parties and other events where applicable. The County will be **unable** to provide traffic cones for your use; however, private local tool rental companies rent traffic cones. Traffic cones shall be a minimum height of 28" tall with two (2) 4" reflectorized bands around cone.
4. The applicant **must** provide a written notice three (3) days in advance of the event to residents of all properties abutting the roadway(s) listed on this permit.
5. Vehicle and pedestrian access to properties abutting the roadway(s) listed on this permit **must** be permitted where possible; **Emergency Vehicles Shall Be Permitted Passage At All Times.**
6. The Authority of the Department of Transportation extends **only** to permission to occupy a public right of way. Our issuance of this permit does not relieve the participants of their obligation to obey all applicable State and County laws. You may contact the Police if you desire information relative to any specific law (i.e. excessive noise, public nuisance, etc.).
7. County regulations permit the consumption of alcoholic beverages on those portions of closed roadway(s) approved for neighborhood block parties during the times listed on the permit.
8. The Emergency Communications Center, 301-279-8000, **must** be notified the day of your event.
9. Permittee **must** communicate / coordinate with the neighborhood civic association and / or homeowners association regarding the logistics of the event.

Sign Illustration and Details

Sign Details:

- Sign size shall be a minimum 30"H x 24"W
- Road closed legend may be omitted if not applicable
- Specify Event (i.e. block party, parade, race, etc.)
- Specify Day - Date (i.e. Sat. May 1)
- Specify Time (i.e. 9AM to 2PM)

**ROAD CLOSED
EVENT
DAY - DATE
TIME
TO**