



DEPARTMENT of TRANSPORTATION

Marc Elrich
County Executive

Christopher R. Conklin
Director

SPECIAL EVENT GUIDELINES AND APPLICATION FOR MOVING AND STATIONARY EVENTS (e.g., Races, Parades, Festivals, etc.)

*THIS APPLICATION MUST BE MADE AT LEAST **TWO (2) MONTHS**
PRIOR TO THE DATE OF THE EVENT*

For large and complex events, more time should be allotted for the review and/or modification of plans and possible coordination meetings.

The Event Sponsor's authorized representative completes the MCDOT Public ROW Occupancy application form and attaches the following:

- (1) **Certification of Insurance** naming Montgomery County Government as the certificate holder. Insurance Requirements are explained in the Mandatory Insurance Requirements in the application. The signature of the Sponsor's Authorized Representative is required.
- (2) A descriptive traffic control plan.
The traffic control plan must address in detail how the sponsor will:
 - (a) minimize the impact on, or alter normal traffic flow;
 - (b) provide for the safety and needs of event participants;
 - (c) implement the logistics;
 - (d) handle policing arrangements if required
- (3) A route narrative explaining the direction of travel, affected lanes, etc.
- (4) A suitable map highlighting the affected roadways.

After completing the permit application form and properly compiling the application package, the Event Sponsor's authorized representative **must** obtain law enforcement approval from the appropriate Montgomery County Police Department (MCPD) District(s) **before** submitting it to DTEO. After receiving local law enforcement approval, the applicant will submit the completed application to DTEO (the applicant should retain a copy for their records). Items (1) through (4) **must** accompany each permit application.

If applicable, the Event Sponsor's authorized representative must secure the necessary permits from the Maryland Department of Transportation State Highway Administration (MDOT SHA) or other public/private agencies and/or municipalities to temporarily use their right of way.

The application must be submitted to MCDOT at least two (2) months before the event date.

Upon final determination by DTEO, notification of official approval/denial will be provided to the Event Sponsor's authorized representative, law enforcement, and other public agencies. If you have any questions, please contact us at TrafficOps@montgomerycountymd.gov or call 240-777-2190.

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

PUBLIC RIGHT OF WAY OCCUPANCY PERMIT

Complete all information requested in steps # 1, #2, #3. Submit completed package (All 4 sheets) to the address listed under insurance "CERTIFICATE HOLDER."

EVENT INFORMATION

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

STEP # 1

Name of Event: _____

Event Sponsor: _____

Contact Person: _____ Daytime Phone _____

Email Address: _____ Fax: _____

Address: _____

Event Date: _____ Rain Date: _____ Event (Include Time To Set Up/Clean Up) Times: (From) _____ (To) _____

Roadways Affected By The Event: (Example: Road A Between Road B And Road C.) (*Map Of Route/Area Required*)

(Attach Additional Sheets If Necessary)

Estimated Number Of Event Participants: _____

STEP # 2

Insurance Information

(A) Attached Certification of Insurance

(B) Signature on Waiver

STEP # 3

Permittee Shall Coordinate with Police Department:

(*The Following Shall be Completed by MCPD*)

Signature: _____ Police District(S): _____ Date: _____
(MCPD Contact) (B, G, Mv/G, R,S,W)

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**MANDATORY INSURANCE REQUIREMENTS FOR
R O W OCCUPANCY PERMITS**

The permittee must obtain at their own cost and expense and keep in force and effect until termination of the event, the following insurance with insurance company/companies licensed to do business in the State of Maryland. Coverage must be evidenced by a **Certification of Insurance** of the insurance policies.

Permittee's insurance shall be the only coverage responding to any claim for this event.

Commercial General Liability: A minimum limit of liability of five hundred thousand dollars (\$500,000), combined single limit, for bodily injury and property damage coverage per occurrence including the following coverage:

- Contractual Liability
- Premises and Operation
- Independent Contractors
- Products and Completed Operations

Additional Insures:

Montgomery County Government **MUST** be named as an additional insured on the liability Policy.

Policy Cancellation: Forty-five (45) days written notice of cancellation or material change of the policy is required.

CERTIFICATE HOLDER:

Montgomery County Government, Department of Transportation
Division of Traffic Engineering and Operations
100 Edison Park Drive, 4th Floor
Gaithersburg, Maryland 20878

WAIVER

"By accepting this permit, the permittee, its successors, assigns, agents and employees agrees to indemnify, and hold harmless Montgomery County, Maryland from any activity connected to this permit and from and against any and all demands, losses, judgments, costs, or expenses (including reasonable attorney's fees) incurred by the indemnitee in connection with injuries or damages to person and or property arising out of or resulting from any activity connected with the issuance and acceptance of this permit."

Signature of Sponsor's Authorized Representative

Montgomery County, MD
Department of Transportation

PUBLIC RIGHT OF WAY PERMIT SPECIAL REQUIREMENTS:

The items required for requested events will be checked off below when the permit is issued

- (1) Signs notifying the public **must** be posted a minimum of one week prior to the event on the right side of all affected roadways where they intersect with major roadways. (See illustration "A" for sign details).

When applicable, "ROAD CLOSED" signs **must** be posted the day of the closure at the last **major** intersection where motorists can detour to avoid the closure (see illustration "D") and at the actual point of the closure (see illustration "C").

Lettering and symbols on the above-described signs **must** be legible for passing motorists to see and comprehend easily.

- (2) Temporary parking restriction signs **must** be posted 72 hours in advance and remain posted for the duration of the event at locations where parked vehicles would conflict with the event. See illustration "B" for the required sign message and dimensions. Lettering and symbols **must** be legible enough to be easily seen and comprehended.
- (3) Traffic drums or cones (see illustration "E" and "F") **must** be used at all points of closure — starting areas, the crossing of intersections, locations where the route changes directions, and all driveways (except single-family homes).
- (4) For the closure of a lane or a portion of a lane along a segment of roadway, the permittee **must** provide 28" high traffic cones or traffic drums placed no further than 40' apart to separate and define the portion of the roadway to be used for vehicle travel from that reserved for the event.
- (5) Traffic drums or cones **must** be in place just prior to the times allocated for the event (as specified herein) and removed as soon as the last participant clears each section of the event route (no later than the ending time as stated on the permit).
- (6) Residents and/or businesses of all properties fronting the subject road sections and/or those whose access is directly impacted by the event **must** be notified in writing by the permittee a minimum of 72 hours prior to the event.
- (7) Permittee **must** communicate / coordinate with the neighborhood civic association and / or homeowners association regarding the event's logistics.
- (8) Permits do not grant exclusive use of the Right of Way. Public access must be maintained at all times to businesses, residences, and along all sidewalks.

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PUBLIC RIGHT OF WAY PERMIT SPECIAL REQUIREMENTS (continued):
The items required for requested events will be checked off below when the permit is issued

- (9) Vehicle access to and from properties abutting and/or directly affected by the event **must** be permitted at all times: **EMERGENCY VEHICLES SHALL BE PERMITTED THROUGH PASSAGE AT ALL TIMES.**

STATIONARY EVENT (i.e., festivals)

- (10) Law enforcement (on/off duty) assistance is not generally required for a complete closure of the roadway provided the closure does not impact signalized and/or major intersections and where the participants will not be crossing without regard to existing traffic control devices. **MCDOT will evaluate each event's size, impact on local transportation, communities, business, and the safety of people attending the event from moving traffic. This may result in requiring law enforcement assistance described in bullet 15.**

- (11) If applicable, adult monitors **must** be stationed at all other intersecting roadways and/or driveways (except those of signal family homes) not controlled by police.

- (12) If applicable, adult monitors **must** have copies of "Detour Maps" to positively guide passing motorists around the closure using alternate routes.

- (13) If applicable, the permittee **must** secure the necessary permits from the Maryland Department of Transportation State Highway Administration (MDOT MSHA) and/or other agencies or municipalities for the temporary use of their right of way.

MOVING/MOBILE EVENT (i.e., parades, races, or walks)

- (14) Permittee **must** secure law enforcement (on/off duty) assistance at locations that require a complete closure of the roadway and at all signalized and/or major intersections where the participants may be crossing without regard to existing traffic control devices.

- (15) If applicable, adult monitors **must** be stationed at all other intersecting roadways and/or driveways (except those of signal family homes) not controlled by police.

- (16) If applicable, adult monitors **must** have copies of "Detour Maps" to positively guide passing motorists around the closure using alternate routes.

- (17) If applicable, the permittee **must** secure the necessary permits from the Maryland Department of Transportation State Highway Administration (MDOT MSHA) and/or other agencies or municipalities for the temporary use of their right of way.

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PUBLIC RIGHT OF WAY PERMIT SPECIAL REQUIREMENTS (continued):
The items required for requested events will be checked off below when the permit is issued

(18) The “Double Yellow Center Line” rule **shall** be enforced at all times during the race or walk. This rule also applies to any practice runs the participants partake in prior to the race.

“The Double Yellow Center Line Rule prohibits any participant from crossing the centerline of any roadway during practice or the actual race with the exception of the start of the race and the sprint to the finish line at the end of the race.”

(19) A “Rolling Road Block” type of closure **shall** be used during the event. At no time will any county roadways be closed to motorists during the event, except during the start of the race and the finish of the race.

(20) For races or moving events, a “LEAD and “CHASE” vehicle **must** be used in front and behind to ensure the safety of all participants during the event.

(21) “Practice Runs” are allowed only on the roadways as stated in the permit and **must** be held on the day of the event and only during the times as stated in the permit.

APPROVED: _____
Division of Traffic Engineering and Operations

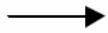
DATE: _____

Montgomery County, MD
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TRAFFIC CONTROL DEVICE ILLUSTRATION AND DETAILS

A

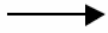
OMIT THIS LINE IF NOT APPLICABLE



ROAD CLOSED

MINIMUM 30" X 30"
 3" BLACK BLOCK LETTERS
 ON WHITE BACKGROUND

PARADE, RACE, BLOCK PARTY, ETC.



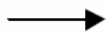
EVENT

DAY OF WEEK – MONTH
 (i.e. MON – MAY 5)



DAY – DATE

STARTING TIME AND ENDING TIME
 (i.e. 5am to 5pm)



TIME TO TIME

OMIT THIS LINE IF NOT APPLICABLE



NO PARKING

B



2 ½" INCH
 RED BLOCK LETTERS
 1 ½" INCH
 RED BLOCK LETTERS

C



MINIMUM 48" X 30"
 BLACK BLOCK LETTERS
 ON WHITE BACKGROUND

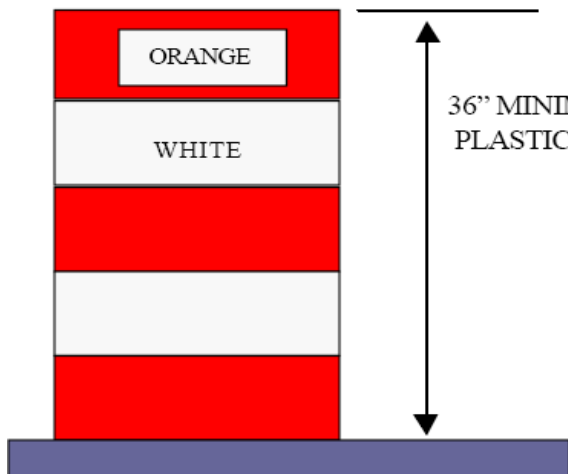
D



MINIMUM 60" X 30"
 BLACK BLOCK LETTERS
 ON WHITE BACKGROUND

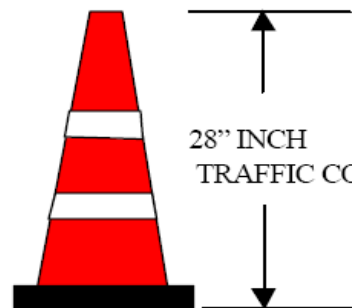
E

18" MINIMUM



36" MINIMUM
 PLASTIC TRAFFIC DRUM

F



WHITE
 REFLECTIVE
 BANDS

28" INCH
 TRAFFIC CONE