



## DEPARTMENT of TRANSPORTATION

Isiah Leggett  
County Executive

### **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

Review the Special Event Permit Application Guidelines carefully. Understanding of and compliance with these guidelines will assist in the smooth advancement of the application.

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 holder. Insurance Requirements are explained in the Mandatory Insurance Requirements in the application. Signature of 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 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 police approval from the appropriate Montgomery County Police District(s) **before** submitting to DTEO. After receiving local police approval the applicant will submit the completed application to DTEO (applicant should retain a copy for their records). Items (1) thru (4) **must** accompany each permit application

For **ALL** events the presence of law enforcement officers shall be required at each signalized intersection. Adult monitors shall be placed at all non-signalized intersections.

If applicable, the Event Sponsor's authorized representative must secure the necessary permits from the Maryland State Highway Administration (MSHA), other public/private agencies and/or municipalities for the temporary use of their right-of-way. Advance planning is essential to ensure that all necessary permits and approvals are obtained.

Upon final determination by DTEO, we will notify the Event Sponsor's authorized representative, police and other public agencies of official approval/denial. If you have any questions or concerns please contact our office at 240-777-2190.

**Division of Traffic Engineering and Operations**  
**[www.montgomerycountymd.gov](http://www.montgomerycountymd.gov)**

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**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  
(Print or type all information)**

**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 the County Police)*

Signature: \_\_\_\_\_ Police District(S): \_\_\_\_\_ Date: \_\_\_\_\_  
(Police Dept. Contact) (B, G, Mv/G, R,S,W)

**Montgomery County, MD**  
**Department of Transportation**  
**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."*

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Signature of Sponsor's Authorized Representative

**Montgomery County, MD**  
**Department of Transportation**  
**PUBLIC RIGHT-OF-WAY PERMIT SPECIAL REQUIREMENTS:**

- (1) Signs notifying the public **must** be posted a minimum of one week prior to the event on the right side of all effected 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 easily see and comprehend.

- (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) For races or moving events, a "LEAD and "CHASE" vehicles **must** be used in front and behind to insure the safety of all participants during the event.
- (7) 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.
- (8) Permittee **must** communicate / coordinate with the neighborhood civic association and / or home owners association regarding the logistics of the event.
- (9) 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.

**Montgomery County, MD**  
**Department of Transportation**  
**PUBLIC RIGHT-OF-WAY PERMIT SPECIAL REQUIREMENTS (continued):**

- (10) 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.**
  
- (11) Permittee **must** secure police assistance at locations that require 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.
  
- (12) Competent adult monitors **must** be stationed at all other intersecting roadways and/or driveways (except those of signal family homes) not controlled by police.
  
- (13) Competent adult monitors **must** have copies of “Detour Maps” to inform passing motorists of alternate routes around the event.
  
- (14) If applicable, permittee **must** secure the necessary permits from Maryland State Highway Administration and/or other agencies or municipalities for the temporary use of their right-of-way.
  
- (15) The “Double Yellow Center Line” rule **shall** be enforced at all times during the race. 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 center line 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”.*
  
- (16) 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.
  
- (17) “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  
Department of Transportation  
SIGN & TRAFFIC CONTROL DEVICE ILLUSTRATION AND DETAILS**

(A)

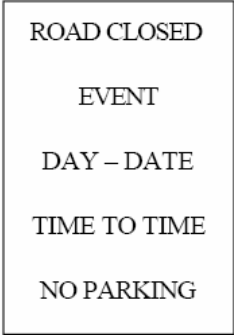
OMIT THIS LINE IF NOT APPLICABLE →

PARADE, RACE, BLOCK PARTY, ETC. →

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

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

OMIT THIS LINE IF NOT APPLICABLE →



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

(B)



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

(C)



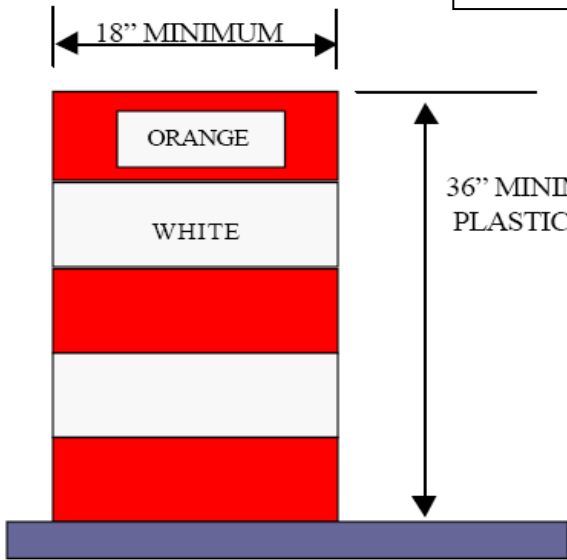
MINIMUM 48" X 30"  
BLACK BLOCK LETTERS  
ON WHITE BACKGROUND

(D)



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

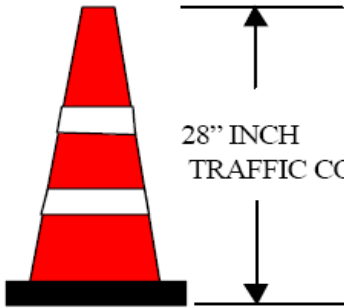
(E)



36" MINIMUM  
PLASTIC TRAFFIC DRUM

WHITE  
REFLECTIVE  
BANDS

(F)



28" INCH  
TRAFFIC CONE