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

The applicant must follow current Montgomery County COVID19 guidelines. Refer to the following link for the most recent guidelines: [https://www.montgomerycountymd.gov/covid19/orders.html](https://www.montgomerycountymd.gov/covid19/orders.html)

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, please contact us at TrafficOps@montgomerycountymd.gov or call 240-777-2190.

Division of Traffic Engineering and Operations
[www.montgomerycountymd.gov/dot](http://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 the County Police)

Signature: ___________________________ Police District(S): __________________ Date: ___________
(Police Dept. Contact) (B, G, Mv/G, R,S,W)
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 applicant must follow current Montgomery County COVID19 guidelines. Refer to the following link for the most recent guidelines: https://www.montgomerycountymd.gov/covid19/orders.html

☐ (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 ensure 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 homeowners 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.
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 motorist 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: ___________________________ DATE: __________
Division of Traffic Engineering and Operations
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

ROAD CLOSED
EVENT
DAY – DATE
TIME TO TIME
NO PARKING

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

B

NO PARKING
DAY - DATE
TIME - TIME

2 ½” INCH
RED BLOCK LETTERS
1 ½” INCH
RED BLOCK LETTERS

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

C

ROAD CLOSED

D

ROAD CLOSED
TO THRU TRAFFIC

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

E

18” MINIMUM

ORANGE
WHITE

36” MINIMUM
PLASTIC TRAFFIC DRUM

F

WHITE REFLECTIVE BANDS

28” INCH TRAFFIC CONE