

Chapter 73

PARADES, SPECIAL EVENTS AND PARADES

- § 73-1. Purpose.
- § 73-2. Scope and application.
- § 73-3. Enforcement.
- § 73-4. Definitions.
- § 73-5. Exceptions.
- § 73-6. Procedures.
- § 73-7. Standards for Issuance.
- § 73-8. Time limit established for review and issuance; denial of permit.
- § 73-9. Appeals; time limits established for filing and subsequent action.
- § 73-10. Permit contents.
- § 73-11. Permit compliance.
- § 73-12. Public conduct during special event and parade.
- § 73-13. Revocation of permit.
- § 73-14. Violations and penalties.

Parade Ordinance adopted by Resolution 98-12, December 2, 1998; Amended by Resolution 2023-XX, XX April, 2023.

§ 73-1. Purpose.

It is the purpose of this Chapter and regulations passed pursuant thereto to allow the orderly organization of all special events and parades within the Town of Millington and at the same time to ensure public safety and to minimize the disruption of the normal flow of pedestrian and vehicle traffic within the Town of Millington.

§ 73-2. Scope and application.

The provisions of this Chapter shall apply to all individual(s), companies, organizations, affiliations, and residents desiring to hold a special event or parade within the corporate limits of the Town regardless of the size or number of participants in said special event or parade.

§ 73-3. Enforcement.

This chapter shall be enforced before, during, and after a special event or parade for which a permit is applied for is issued or cancelled. All parties involved will be held liable and subject to the penalties outlined in paragraph § 73-14 of this chapter. In addition, it is unlawful for any person, circus, show, organization, affiliation, company, or other to parade through, over or on the streets, roads, avenues, or sidewalks of the Town of Millington without first obtaining a permit from the ~~Mayor and~~ Town Council.

§ 73-4. Definitions.

PARADE - Any march, procession, ceremony, show, exhibition, or pageant consisting of people, animals, vehicles, or combination thereof, or any similar display upon any public street, sidewalk, alley, sidewalk, or any combination thereof which does not comply with normal and usual traffic regulations or controls.

PERSON - Any person, firm, partnership, association, corporation, company, affiliation, or organization of any kind.

MOTORCADE - Any organized procession of three or more vehicles, bicycles, mopeds, motorcycles, or any other device used to carry or transport an individual or animal of any kind.

SPECIAL EVENT – A gathering of human beings generally lasting from a few hours to a few days, designed to celebrate, honor, discuss, sell, teach, encourage, observe, or influence human endeavors.

§ 73-5. Exceptions.

This chapter shall not apply to the following:

Funeral processions.

Students going to and from school classes or participating in educational activities, provided that such conduct is under the immediate direction and supervision of the proper school authorities.

Children under the direct supervision of an approved and licensed day care or home day care operator who is walking or transporting his or her charges from point to point.

Governmental agencies acting within the scope of its functions.

§ 73-6. Procedure.

A person seeking issuance of a special event or parade permit shall file an application with the Mayor and Town Council of Millington on forms provided by ~~such officers~~ the Town staff.

Filing period. An application for a special event or parade permit shall be filed with the Town Clerk not less than sixty (60) days nor more than ninety (90) days before the date on which it is proposed that the special event or parade be conducted.

Contents. The application for a special event or parade permit shall set forth the following information:

The name, address, and telephone number of the person seeking to conduct such a special event parade or parade.

If the special event parade or parade is proposed to be conducted for, on behalf of or by an organization, the name, ~~address~~ address, and telephone number of the headquarters of the organization and of the authorized and responsible heads of such organization.

The name, address, and telephone number of the person who will be the special event or parade ~~chairman~~ person and who will be responsible for its conduct.

The date when the special event or parade is to be conducted.

The route to be traveled by the parade or the location site of the special event, ~~the starting point and the~~ termination point.

If the special event or parade goes on, by, or will interfere with the use of any State Highway in the Town the applicant shall secure use of said State Highway use through the Maryland State Highway Administration using form found in Appendix A prior to submission of the application to the Mayor and Town Council and shall become part of said application.

The approximate number of persons, ~~who and~~ animals, and vehicles which will constitute such special event or parade, the type of animals and a description of the vehicles.

The hours when such special event or parade will start and terminate.

A statement as to whether the special event or parade will occupy all or only a portion of the width of the streets proposed to be traversed.

The location, by streets or other prominent geographical marker, of any assembly and termination areas for such special event or parade.

Means by which the applicant will ensure that all litter or trash is removed from the special events site or from assembly and termination areas as well as along the parade route regardless of how the litter or trash arrived at the site of the parade route, ~~or~~ assembly and termination areas, or special events site.

The time at which units of the special events or parade will begin to assemble at any such assembly area or areas.

The time at which all participants of the special event or parade will vacate the parade route and termination point or special events site and clean-up if any is completed so that a final inspection can be performed by the Town.

If the special event or parade is designed to be held by, on behalf of or for any person other than the applicant, the applicant for such permit shall file with the Mayor Town a communication, in writing, from the person proposing to hold the special event or parade which authorizes the applicant to apply for the permit on his or her behalf.

The applicant will coordinate all assistance from the Maryland State Police, Kent or Queen Anne's Counties Sheriff Department to ensure police traffic control along entire parade route, assembly, and termination areas or special event site is adequately provided and that such a letter indicating that traffic control and other assistance will be provided by MSP or the Sheriff's Department shall be submitted along with and will become part of the special event or parade application.

Any additional information which the Mayor and Council shall find reasonably necessary to a fair determination as to whether a permit should be issued.

Late applications. The ~~Mayor and Town~~ Council, where good cause is shown therefore, shall have the authority to consider any application hereunder which is filed no less than fourteen (14) days before the date of such special event or parade is proposed to be conducted as long as all other requirements as outlined in Section B are completed.

Fee. There shall be paid at the time of filing the application for a special event or parade permit a non-refundable fee of ~~ten twenty-five~~ dollars (\$~~1025~~.00).

Clean-up Deposit. There shall be paid at the time of application a clean-up deposit of two hundred dollars (\$200.00) for clean-up of the special event site or parade route, assembly, and parade termination areas. If the applicant/sponsor has the above referenced areas cleaned and free of all litter to the satisfaction of the Town ~~Clerk~~, then the clean-up deposit will be returned within seventy (70) days by first class mail to the address provided by the applicant on the special event or parade permit application.

Insurance. The applicant will submit proof of insurance by/with a licensed carrier in the State of Maryland, and as otherwise acceptable to the ~~Mayor and Town~~ Council of the Town of Millington, reflecting insurance coverage in the amount of one million dollars (\$1,000,000.00) for both liability and property damage for the special event site or parade event.

§ 73-7. Standards for issuance.

The ~~Mayor and Town~~ Council shall issue a permit as provided for hereunder when, from a consideration of the application and from such other information as may otherwise be obtained, they find that:

The conduct of the special event or parade will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route.

The conduct of the special event or parade will not require the diversion of so great a number of State Police or eCounty police officers to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the ~~tTown or eCounty~~.

The conduct of such special event or parade will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the ~~tTown~~ other than those to be occupied by the proposed special events site or line of march and areas contiguous thereto.

The concentration of persons, animals and vehicles at the special events site or assembly points of the parade will not unduly interfere with proper fire and police protection of or ambulance service to areas contiguous to such assembly areas.

The conduct of such special events or parade is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or to create a disturbance.

The conduct of such a special event or parade will not interfere with the movement of fire-fighting equipment en route to a fire.

The special event or parade is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays en route.

The special event or parade is not to be held for the sole purpose of advertising any product, goods or event and is not designed to be held purely for private profit.

§ 73-8. Time limit established for review and issuance; denial of permit.

The ~~Mayor and Town~~ Council shall act upon the application for a special event or parade permit at the next regularly scheduled meeting of the ~~Mayor and Town~~ Council after the application has been received and has been posted on

the Millington ~~Community Bulletin Board outside the Town Office website, <http://millingtonmd.us>~~ for a minimum of two (2) weeks ~~for receipt of Public Input in writing, prior to Town Council meeting.~~ If the application is approved by the ~~Mayor and Town~~ Council the ~~special event site or~~ parade route ~~willis to~~ be posted and marked by the applicant with date and times of the ~~special event or~~ parade at least 48 hours prior to the ~~special event or~~ parade start time and will be removed within 24 hours by the applicant after the stop time of the ~~special event or~~ parade. If the ~~Mayor and Town~~ Council disapproves the application, the ~~T~~town will mail, by first class mail, to the applicant within five days (5) after the date upon which the decision was made, a notice of their action stating the reasons for denial of the permit.

§ 73-9. Appeals; time limits established for filing and subsequent action.

Any person aggrieved shall have the right to appeal the denial of a ~~special event or~~ parade permit to the ~~Circuit Court of Maryland~~~~Millington Board of Appeals~~ in the manner and time as prescribed by ~~law~~~~the Town's Board of Appeals policies and procedures.~~

§ 73-10. Permit contents if hosting a parade.

Each parade permit shall state the following information:

The starting time.

The minimum speed.

The maximum speed.

The maximum interval of space to be maintained between the units of the parade.

The portions of the streets to be traversed that may be occupied by the parade.

The maximum length of the parade in miles or fractions thereof.

Such other information as the ~~Mayor and Town~~ Council shall find necessary to the enforcement of this chapter, may be required.

§ 73-11. Compliance with permit conditions and applicable laws required; possession of permit.

A permittee hereunder shall comply with all permit directions and conditions and with all applicable laws and ordinances.

The ~~special event or~~ parade chair~~man~~person or other person heading or leading such activity shall carry the ~~parade~~approved permit upon his person during the conduct of the ~~special event or~~ parade.

§ 73-12. Public conduct during special events or parades; parking restrictions.

Interference. No person shall unreasonably hamper, ~~obstruet~~obstruct, or impede or interfere with any ~~special event, parade,~~ or parade assembly or with any person, vehicle or animal participating or used in a ~~special event or~~ parade.

Driving through ~~special event sites or~~ -parades. No driver of a vehicle shall drive between the vehicles or persons comprising a ~~special event or~~ parade when such vehicles or persons are in motion and are conspicuously designated as a ~~special event or a~~ parade.

Parking on ~~special event sites or~~ parade route. The ~~Mayor and Town~~ Council shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along a highway or part thereof constituting a part of the ~~special events site or~~ route of a parade. The ~~Mayor and Council~~~~special event or parade chairperson~~ shall post signs to such effect, and it shall be unlawful for any person to park or leave unattended any vehicle in violation thereof. No person shall be liable for parking on a non-posted street in violation of this chapter.

§ 73-13. Revocation of permit.

The ~~Mayor and Town~~ Council shall have the authority to revoke/deny a special event or parade permit issued hereunder upon violation of the standards for issuance as herein set forth.

§ 73-14. Violations and penalties.

A violation of the terms of this Chapter shall be considered a municipal infraction subject to a penalty of ~~one~~five hundred dollars (~~\$1~~500.00) as provided in § C12-4 of the Charter of the Town of Millington.

SPECIAL EVENTS ON MARYLAND STATE ROADWAYS Permit Process and Instructions

**** New permit process and forms as of February 2019. Repeat event organizers should update their permit request forms. ****

I. INTRODUCTION

The Maryland State Highway Administration (MDSHA) recognizes the need to use the state transportation system for special events because of its accessibility, proximity to popular destinations and its ease of use. A positive and safe event experience is important for event participants as well as others who may be affected by the event, including property owners, businesses, places of worship, spectators, and road users. MDSHA has a responsibility to provide a safe and efficient transportation system for all users. To that purpose, any event affecting State roads must be approved and permitted by the MDSHA.

A. What is a special event?

A special event is any activity that may affect the safe and normal movement of vehicular and pedestrian traffic along the State Highway system, or which may require the assistance of local, county or state police, or the MDSHA. Special events may include marches and parades, filming, organized bicycle or pedestrian races and events, local festivals or other types of activities that may impact highway operations. A Maryland State Highway Administration Special Event Permit is required for any event that will impact an Interstate, U.S. Route or State numbered highway.

If part of the event is to occur on a roadway within another jurisdiction (i.e., county or city roads), the event organizer must request a permit from the local agency(s).

B. When is police assistance needed?

Police assistance is required whenever event participants will be passing through a signalized intersection in violation of traffic signals. Police assistance may also be needed when participants pass through an intersection in violation of STOP signs or will be otherwise violating posted traffic regulations. This most commonly occurs in races so that participants are not delayed at intersections. State law allows uniformed police officers to override traffic regulations to safely manage the flow of traffic. There may also be other instances when police assistance could be needed to help maintain the safe and orderly flow of vehicles and/or pedestrians. The Traffic Control Plan developed for an Event should clearly indicate the location(s) where police assistance will be used, and the specific temporary traffic restrictions being implemented. Their potential impact on overall traffic flow will be considered by MDSHA during the application approval process.

If it is determined that police assistance is required, it is the event organizer's responsibility to determine which police agency has jurisdiction (State police, county police and/or municipal police) and to make the appropriate arrangements with them to provide the necessary level of support, consistent with the traffic control plan submitted to MDSHA. If the police agency requires reimbursement for their services, it is the event organizer's responsibility to make arrangements for reimbursement. If law enforcement personnel are not available for your event, riders/participants must obey all traffic signs, signals, etc.

II. PERMIT APPLICATION PROCESS

A. Submit Permit Application to MDSHA

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 MDSHA 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 MDSHA website or the appropriate MDSHA 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, 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 MDSHA.** The event organizer should first obtain local government agency approvals, followed by local police approval, then Maryland State Police (MDSP) 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 MDSHA 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 MDSHA. Contact the appropriate District Office for details on what will be required for your event. If required, this information shall be submitted to MDSHA 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 most of the event takes place. Approval signatures may be required from the other MDSHA Districts, as well as local government/law enforcement representatives or 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 I

B. Agency Review

A representative from the MDSHA 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 MDSHA 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, MDSHA 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 MDSHA 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 MDSHA 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. MDSHA 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 MDSHA, authorizes you to hold your event in accordance with the terms and conditions of the approved application package.

C. 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 MDSHA.
- All local jurisdictions (city, county, etc.) affected by the event shall be notified of the event prior to submitting the Special Event Permit to MDSHA.
- 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 MDSHA event approval.

D. MDSHA Services

MDSHA 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.
-

E. Reimbursement Requirements

- Currently, 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 revise 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.
- MDSHA Services: MDSHA will not provide employees or equipment for special events in most cases. In the rare event that MDSHA 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 MDSHA.

III. APPLICATION TIMELINE

6+ MONTHS TO 90 DAYS PRIOR TO EVENT

- Preliminary request to MDSHA to initially verify event route and discuss permit requirements
- Coordinate with affected local jurisdictions and obtain their approval on the Special Events Permit Signature Sheet
- Coordinate with appropriate law enforcement agencies and obtain their approval on the Special Events Permit Signature Sheet

60 DAYS PRIOR TO EVENT

- Completed Special Event Permit Application (Data Sheet and Signature Sheet) submitted to MDSHA
 - Preliminary map showing event route and law enforcement placement
 - Traffic Control Plan
 - Other event details, as required.

30 DAYS PRIOR TO EVENT

- MDSHA issues approved permit

14 DAYS PRIOR TO EVENT

- Event organizer notifies affected persons, agencies, etc.

IV. MDSHA SPECIAL EVENTS STAFF CONTACTS

A. District 1 – Dorchester, Somerset, Wicomico, and Worcester Counties

Mr. Roy “Chuck” Hughes
Maryland State Highway Administration
660 West Road
Salisbury, MD 21802
Telephone: 410-677-4045
Toll Free: 800-825-4742
Email: rhughes5@sha.state.md.us

B. District 2 – Caroline, Cecil, Kent, Queen Anne’s and Talbot Counties

Mr. Stanley Lake
Maryland State Highway Administration
615 Morgnec Road
Chestertown, MD 21620
Telephone: 410-778-3061
Toll Free: 800-637-9740
Email: slake@sha.state.md.us

C. District 3 – Montgomery and Prince George’s Counties

Ms. Shadija Maddox
Maryland State Highway Administration
9300 Kenilworth Avenue Road
Greenbelt, MD 20770
Telephone: 410-513-7409
Toll Free: 800-749-0737
Email: smaddox1@sha.state.md.us

D. District 4 – Baltimore and Harford Counties

Mr. John Vananzo
Maryland State Highway Administration
320 West Warren Road
Hunt Valley, MD 21030
Telephone: 410-229-2390
Toll Free: 800-998-0367
Email: jvananzo@sha.state.md.us

E. District 5 – Anne Arundel, Calvert, Charles, and St. Mary’s Counties

Ms. Kimberly Tran
Assistant District Engineer of Traffic
Maryland State Highway Administration
138 Defense Highway
Annapolis, MD 21401
Telephone: 410-841-1019
Toll Free: 800-331-5603
Email: ktran@sha.state.md.us

F. District 6 – Allegany, Garrett, and Washington Counties

Ms. Kimberly Harbeson
Maryland State Highway Administration
1251 Vocke Road
La Vale, MD 21502
Telephone: 301-729-8440
Toll Free: 800-760-7138
Email: kharbeson@mdot.maryland.gov

G. District 7 – Carroll, Frederick, and Howard Counties

Ms. Mary Nusbaum
Maryland State Highway Administration
5111 Buckeystown Pike
Frederick, MD 21704
Telephone: 301-624-8142
Toll Free: 800-635-5119
Email: mnusbaum@sha.state.md.us

H. For Events Involving More Than One District

For Events Involving More than one District or Involving Neighboring States or the District of Columbia

Contact the District Office in which most of the event takes place.

Approval signatures may be required from other MDSHA Districts, local government/law enforcement representatives, or the Maryland State Police.

I. For Events Traveling through the State of Maryland

Ms. Stacey Beckett, Team leader

Multi-Modal Team

Maryland State Highway Administration

7491 Connelley Drive

Hanover, MD 21076

Telephone: 410-787-5891

Toll Free: 800-760-7138

Email: sbeckett2@sha.state.md.us



Maryland Department of Transportation

Special Event Permit - Checklist

Event:

- 1) Provide detailed event timelines to include start times, expected times when all participants would clear certain key points, cutoff times when any participants left will be removed for the course, and finish times.
- 2) Identify conflict points with all businesses/churches along the route.
 - a. Explain impacts (Not required if closed during event's timeline or very minor if event passes quickly)
 - b. If impacting, explain plan to avoid conflict as much as possible.
 - c. If impacting, explain plan to notify affected businesses/churches.
- 3) Provide detailed Route Plan including maps with diagrammatic layouts along roadways.
 - a. Identify plan for all signalized intersections.
 - b. Consider parking (if requesting any temporary street parking restrictions, identify police action plan to do so and notification for residences and businesses.
 - c. If requesting a lane closure for event:
 - i. Identify detour route.
 - ii. Identify delineation/signage plan.
 - iii. Identify notification plan for all affected residents.
 - iv. Identify plan to man intersections.
- 4) Identify First-Aid station locations.
 - a. Include approval from property or business owner for that location.
 - b. Identify size or footprint First-Aid station will require.
 - c. Identify equipment/gear for volunteers.
 - d. Identify plan to clean any and all litter generated.
- 5) Identify exact spectator locations and supplied published materials.
 - a. Identify safe parking in and around these locations.
 - b. Identify any hazards and mitigation plan associated with each location.
- 6) Identify all traffic control devices (cones, drums, signs, PCM's. etc.) to be used during event.
 - a. Identify quantities required.
 - b. Identify from where materials will be required and cost estimate.
 - c. Identify who will place materials and cost estimate.
 - d. Identify timeline for material set-up and removal.



Maryland Department of Transportation Special Event Permit - Checklist

- 7) Identify all detour plans for areas where lanes will be closed.
 - a. Identify detour routes.
 - b. Identify timelines (i.e. detour starts at 0600 and ends at 0900)
 - c. Option for 2-way flagging and/or temporary traffic stoppage may be considered.
- 8) Identify allowances for Emergency Services
 - For the event participants.
 - For other emergencies within event footprint.
- 9) Identify manning plan.
 - a. Identify exact locations and how many police officers are required. (All signalized intersections and detour areas.
 - i. Identify which police entity will be at each location.
 - ii. Identify time when police will be released from each location.
 - iii. Identify cost estimate for their overtime (if applicable).
 - b. Identify locations and how many adult volunteers are required at county and private roadway intersections and businesses.
 - i. Identify equipment/gear for all volunteers (i.e. Safety vests, others....)
 - c. Identify Maryland Department of Transportation - State Highway Administration personnel are required.
 - i. Identify cost estimate for their overtime (if applicable).
 - d. Provide contact information for event leadership/coordinators and their positions on event day.
 - e. If using "leap-frog" approach in shifting volunteers, provide a detailed plan including original location and subsequent locations with arrival and departing times at each. (Consider travel delays for traffic back-ups)
 - f. Memorandums of Agreement (MOA) will need to be written and signed for agreed upon reimbursement amounts. Signatures on application will suffice if non-profit event and no funds required for government agencies.
- 10) Identify details surrounding the insurance plan for the event.
- 11) Identify inclement weather plan.



Maryland Department of Transportation Special Event Permit - Data Sheet

Event Name: _____

Submittal Date: _____

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Purpose/Type: _____

Organizer: _____

Contact Person: _____ Daytime Phone: _____

Address: _____ Evening Phone: _____

_____ Email Address: _____

Number of Participants: _____ Number of Vehicles: _____ Rain/Snow Date: _____

Proposed Route (Written Description)

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

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

Have you enlisted local police assistance? No _____ Yes _____ Number _____

Have you enlisted Maryland State Police assistance? No _____ Yes _____ Number _____

THE EVENT ORGANIZER IS RESPONSIBLE FOR OBTAINING LOCAL AND/OR MARYLAND STATE POLICE ASSISTANCE AND APPROVAL SIGNATURES

Place an "X" on the line next to the MDOT SHA District(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
- Cue sheets (If Available)
- TRAFFIC CONTROL PLAN** - Including details on how intersections will be controlled and by whom, a detour plan, locations of police officers, locations of marshals/volunteers, and locations of traffic control devices.
- Other Event Details:

(Contact the MDOT SHA District Office in which the majority of your event takes place to determine if any additional information is required.)

Submit completed DATA SHEET and SIGNATURE SHEET to the MDOT SHA - NO LATER THAN 60 DAYS PRIOR TO YOUR EVENT



Maryland Department of Transportation Special Event Permit - Signature Sheet

Event Name: _____

Organizer's Acknowledgement

I/We hereby affirm that the **Organizer** of the **Event** and all **Participants** will comply with the Laws of the State of Maryland and any applicable county and municipal ordinances and will adhere to the terms and conditions set forth in the **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**, or 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: _____

Representative: _____

Signature: _____

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 Page 1.
- 2 The Organizer shall ensure the the approved **TRAFFIC CONTROL PLAN** is followed.
- 3 In the event of winter weather during the event, the MDOT 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 Route Map, Cue Sheets 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 / Police

Agency Name	Signature	Print Name	Date
-------------	-----------	------------	------

Local Government / Police

Agency Name	Signature	Print Name	Date
-------------	-----------	------------	------

Local Government / Police

Agency Name	Signature	Print Name	Date
-------------	-----------	------------	------

Maryland State Police

Signature	Print Name	Date
-----------	------------	------

MDOT SHA

Signature	Print Name	Date
-----------	------------	------

TOWN OF MILLINGTON
SPECIAL EVENTS PERMIT

Event Date: _____ Date of Application _____

Name of Applicant/Organization: _____

Mailing Address: _____

Contact Telephone Numbers: Daytime _____ Evening _____

Description of Special Event: _____

Location of Special Event: _____

Parade

Parade Route (if part of event): _____

Number of persons/units participating in parade: _____

Parade Start Time: _____ Parade End Time: _____

Assembly Area: _____ Termination Area: _____

Time of Assembly: _____ Time of Termination: _____

Interval Between Units: _____ Maximum Parade Length: _____

Streets Effected by Route: _____

Street Closure Approvals: _____ SHA _____ County _____ Town

Parking Plans: _____

Parade Clean-up Procedures: _____

Event

Event location: _____

Notification made to surrounding properties (provide copy of notification): _____

Number of vendors: _____ Permission obtained for location: _____

Parking Plans: _____

Event Schematic: attach drawing of vendor, parking, and event layout

Event Clean-up Procedures: _____

Additional Notes/Comments: _____

I/We hereby agree and acknowledge that the event sponsor and the participants will comply with all applicable Maryland laws and will adhere to the conditions granted by this permit. By affixing my/our signature on this form, the sponsor and/or the individual participants agree to hold the public agencies harmless from any liability, incurred by them or to others associated with this event. Organization/Application is required to purchase liability and property damage insurance in the amounts of \$1,000,000 each.

Organization/Applicant Signature

Organization/Applicant Signature

CONDITIONS OF APPROVAL:

The event must adhere to the highways, streets, number of participants, date, and times specified.

The organization/applicant will insure the Traffic Control/Parking Plan is followed as submitted and approved.

Other Conditions/Contingencies: _____

____ Approved
____ Approved
____ Approved
____ Approved
____ Approved

____ Disapproved
____ Disapproved
____ Disapproved
____ Disapproved
____ Disapproved

Mayor _____
Council _____
Council _____
Council _____
Council _____

Fee: _____

Check # _____

Date Paid: _____

