



# CARROLL COUNTY DEPARTMENT OF PUBLIC WORKS

## ROADWAY USAGE PERMIT FOR SPECIAL EVENTS

Event Name: \_\_\_\_\_

County Road Name (s): \_\_\_\_\_

Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Date: \_\_\_\_\_ End Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Contact: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Evening\Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Estimated No. of Participants: \_\_\_\_\_ No. of Vehicles: \_\_\_\_\_

Proposed Route: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will the event occupy all or part of a roadway travel lane? **Yes or No** Yes - List Roadways Below:

Will any roadways be closed to traffic? **Yes or No** Yes - List Roadways Below:

This permit shall only apply to roadways maintained by Carroll County Department of Public Works. The Maryland State Highway Administration may also require an additional permit, <https://roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=59>. The respective towns or cities may also require a permit. It is the responsibility of the event sponsor to contact the impacted town or city to determine if a permit is required.

**Please Note:** Pursuant to Section 21-1211 of the Transportation Article of the Annotated Code of Maryland, bicycle and foot racing events may only be approved when the event provides reasonable safety for race participants, spectators, and other highway or highway bridge users and prevent unreasonable interference with traffic flow that would seriously inconvenience other highway or highway bridge users.

<b>For Internal use only:</b>	Date Permit Rc'd: _____	Police Approval Rc'd: _____
	TC Plan Rc'd: _____	Local Agency Approval Rc'd: _____
	Certificate of Liability Rc'd: _____	MDSHA Approval Rc'd: _____
	Press Release Rc'd: _____	Other Approval's Rc'd: _____
	Community Outreach Rc'd: _____	Other Approval's Rc'd: _____
	Final Approval Issued: _____	Final Letter Sent: _____
Notes: _____		
_____		

**REQUIREMENTS:**

1. A traffic control plan must be developed and submitted for approval by the event sponsor.
  - a. The plan shall include but is not limited to:
    - i. Map of the area with all roadways labeled and intersections noted.
    - ii. Any roadways that are proposed to be closed shall be highlighted.
    - iii. Intersections noted where law enforcement officers will be placed.
    - iv. Details noting all traffic control devices being used and their specific locations. All traffic control devices must be in accordance with the Maryland MUTCD.
    - v. Other items as required by Carroll County once the full scope of the event is identified and reviewed.
2. It is the responsibility of the event sponsor to secure uniformed police officers to provide the appropriate traffic control. Acknowledgement from the participating agencies will need to be forwarded to the traffic engineering office three (3) weeks prior to the event. The use of volunteer marshals will not be permitted unless approved by a law enforcement agency. It will be up to the discretion of the law enforcement agencies to modify the route or traffic control plan as needed.
3. The event sponsor shall develop a press release and forward it to all local media outlets notifying the public of the event and its impacts to the roadway network. An electronic copy of the press release should be forwarded to [ccengineering@carrollcountymd.gov](mailto:ccengineering@carrollcountymd.gov) on the sponsor’s letterhead for the purpose of posting on the County web ~~(3) weeks~~ **two** weeks prior to the event.
4. Written notification may be required to residents along roadways where the event will restrict access to private property. Additional signing may also be required to notify residents. Carroll County will provide specific details regarding the type, size, shape, and message of the signs.
5. The event sponsor shall submit a certificate of liability and property damage insurance evidencing coverage up to \$1,000,000 and \$300,000 respectively, to Carroll County two (2) weeks prior to the event. The appropriate certificate shall identify “The Carroll County Board of County Commissioners” as the certificate holder.
6. Approval from the Maryland State Highway Administration and/or the local town or city may also be required should the event impact their roadway network.
7. Additional information may be required depending on the event and its impact on the roadway network.

All of the items noted above must be completed prior to Carroll County granting final approval. Failure to complete any of the items in the timely manner may result in the denial of the permit.

I/we agree to abide by the above noted requirements. I/we further understand that should the County or a law enforcement agency determine that safe and efficient traffic flow is not being maintained or the event is causing a safety hazard, the event will be stopped and all roadways shall be opened to normal traffic.

I/we hereby affirm that the SPONSOR of this EVENT and all PARTICIPANTS will comply with the Laws of the State of Maryland and any applicable county and municipal statutes and ordinances and will adhere to the terms and conditions set forth in this PERMIT. My/our signature(s) below confirm that the SPONSOR and all PARTICIPANTS agree to hold harmless from any liability incurred by them or to others associated with this EVENT, the various governmental agencies providing assistance for this EVENT.

This permit must be submitted to Carroll County a minimum of **six (6) weeks** prior to the event. Any permit received less than **six (6) weeks** prior will not be approved.

SPONSOR: \_\_\_\_\_ REPRESENTATIVE: \_\_\_\_\_  
PLEASE PRINT NAME PLEASE PRINT NAME

SIGNATURE: \_\_\_\_\_