



CARROLL COUNTY DEPARTMENT OF PUBLIC WORKS

ROADWAY USAGE PERMIT FOR SPECIAL EVENTS – APPLICATION CHECKLIST

Thank you for your interest in using Carroll County roads for your event. Enclosed are the materials needed to obtain a Road Usage Permit for Special Events for your upcoming event. Please follow the application directions carefully. Special events may include foot races and walks, bicycle races, parades, block parties or any other events that will impact traffic flow on County roads. Our goal is to provide a safe environment for the event participants and the traveling public, while minimizing traffic impacts and delays. To help you through the process, please follow the checklist included below. Should you have any questions or need additional information please contact the Bureau of Engineering at ccengineering@carrollcountymd.gov or 410-386-2157.

APPLICATION CHECKLIST

60 Days Prior to Event

- ☐ Preliminary request to County to initially verify event route and discuss permit requirements

40 Days Prior to Event

- ☐ Completed application for Road Usage Permit for Special Events
- ☐ Preliminary map showing event route, traffic control device placement, law enforcement placement

21 Days Prior to Event

- ☐ Law enforcement acknowledgement
- ☐ Press release notice – sent to local media outlets and to ccengineering@carrollcountymd.gov
- ☐ Written notification to residents along event route (if required)

14 Days Prior to Event

- ☐ Approved Certificate of Liability and Property Damage Insurance
- ☐ Final traffic control plan complete with traffic control device and law enforcement placement
- ☐ Confirmation of approval from affected local and state jurisdictions (if applicable)
- ☐ Any additional information as required

3 - 7 Days Prior to Event

- ☐ Install informational signing (if required)