

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.

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- 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.