

SPECIAL EVENTS ON CECIL COUNTY, MARYLAND ROADWAYS

Permit Process and Instructions

I. INTRODUCTION

The Roads Division of the Cecil County, Maryland Department of Public Works (“DPW”) recognizes the need to use the County 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. DPW has a responsibility to provide a safe and efficient transportation system for all users. To that purpose, any event affecting County roads must be approved and permitted by the DPW.

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 County road system, or which may require the assistance of the Cecil County Sheriff’s Office (“CCSO”) and/or Maryland State Police (“MSP”), or DPW. 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 road operations. A Cecil County, Maryland Special Event Permit is required for any event that will impact a County roadway. If part of the event is to occur on a roadway within another jurisdiction (i.e., Federal, State or Town roads), the event organizer must request a permit from the appropriate agency(s).

B. When is law enforcement assistance needed?

Law enforcement assistance is required whenever event participants will be passing through a signalized intersection in violation of traffic signals. Law enforcement 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 law enforcement 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 law enforcement assistance will be used, and the specific temporary traffic restrictions being implemented. Their potential impact on overall traffic flow will be considered by DPW during the application approval process.

If it is determined that law enforcement assistance is required, it is the event organizer’s responsibility to determine which law enforcement agency has jurisdiction (CCSO, MSP, 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 DPW. If the law enforcement 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 DPW

Once you have determined that your event will require the use of a County roadway(s), consider scheduling a meeting with or contacting the DPW Roads Division 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 County roadways or for new events, the applicant is strongly encouraged to schedule a meeting, or series of meetings, with the DPW Roads Division. 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 County website or the DPW office at the County Administration Building, 200 Chesapeake Blvd., Elkton, Maryland 21921. A completed application (including the Special Event Permit "Data Form", signed "Signature Sheet", and required attachments) should be submitted to the DPW Roads Division as soon as possible, but no less than sixty (60) days prior to the event. The completed form may be submitted via mail, fax, email or messenger. If you have questions about filling out the forms, contact the DPW Roads Division.

In addition to the completed forms, the following documents will be submitted at the time of application:

- Route Map
- Traffic Control Plan (TCP)
- Other event information, as required by the County

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 County roads; planned use of law enforcement personnel, etc.

Signature Sheet. The event organizer is responsible for coordinating with all State and local government agencies that will be impacted by the event. This includes, but is not limited to, the DPW Roads Division, town and/or municipal public works or transportation departments, town managers, mayors, etc. of any incorporated municipality that the event passes through; municipal, county and/or State Police; 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 State and local government and law enforcement agencies **prior to submitting** the application to DPW. The event organizer should first obtain County government agency approval, followed by CCSO approval, then municipal government and police approval, and finally State agency and MSP approval. Only after all required approvals, as indicated by their signatures on the Signature Sheet, are obtained should the completed application be submitted to DPW 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 will indicate how traffic will be maintained, where the law enforcement control points are, and show what lanes, shoulders and total road closures are proposed. The TCP will also provide detail on how affected intersections will be controlled and show all traffic control devices that will be used. The plan will 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 law enforcement 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, the County 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 DPW. Contact the DPW Roads Division for details on what will be required for your event. If required, this information will be submitted to DPW with the completed application forms; therefore, it is extremely important that you coordinate with the DPW Roads Division prior to the sixty (60) day permit application submission deadline.

Multi-District Events. For events involving more than one County, or a neighboring municipality or State, contact the appropriate agency for the jurisdiction where the majority of the event takes place. Approval signatures may be required from the other jurisdictions, as well as State/local government/law enforcement representatives at the MSP 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 Maryland State Highway Administration.

B. Agency Review

A representative from the DPW Roads Division 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 County, State and Federal standards

During this review, the DPW Roads Division 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, DPW 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 DPW 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 DPW 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. DPW 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 DPW, 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 will be notified of the event prior to submitting the Special Event Permit to DPW.
- All State and local jurisdictions affected by the event will be notified of the event prior to submitting the Special Event Permit to DPW.
- Local emergency units (fire, rescue, etc.), local post offices, schools, regularly scheduled buses, and affected residents and businesses will be notified upon approval of the permit or at least two (2) weeks before the event, as needed.
- As needed, the organizer will 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 will include dates, times, and roads that will be affected as well as an estimate of the length of delay.
- It is not advised to advertise detailed event information prior to gaining DPW event approval.

D. DPW Services

DPW 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 road construction and maintenance projects
- Facilitating the use of 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

- At this time, 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 make revisions to the traffic control plan, he/she is responsible for any charges incurred.
- The event organizer will be required to pay for traffic control services.
- Law Enforcement Services: It is the event organizer's responsibility to determine which agency has jurisdiction (CCSO, MSP, 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 law enforcement agency for their services, if required.
- DPW Services: DPW will not provide employees or equipment for special events in most cases. In the rare event that DPW 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 DPW.

III. APPLICATION TIMELINE

6+ MONTHS TO 90 DAYS PRIOR TO EVENT

- Preliminary request to DPW to initially verify event route and discuss permit requirements
- Coordinate with affected State and/or 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 DPW
- Preliminary map showing event route and law enforcement placement
- Traffic Control Plan
- Other event details, as required.

30 DAYS PRIOR TO EVENT

- DPW issues approved permit

14 DAYS PRIOR TO EVENT

- Event organizer notifies affected persons, agencies, etc.

Support Documentation:

- Special Event Permit Application Forms
- Data Sheet and Signature Sheet
- Special Event Permit Checklist
- List of information that may be required for your event

IV. DPW SPECIAL EVENTS STAFF CONTACTS

Dan Webber, Chief
Roads Division
Department of Public Works
Cecil County, Maryland
County Administration Building
200 Chesapeake Blvd., Suite 2400
Elkton, Maryland 21921
Telephone: 410-996-6270
Fax: 410-996-6258
Email: dweber@ccgov.org