



# 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?

Will you be closing **all** or **part** of a roadway?

Have you enlisted local police assistance ? Number \_\_\_\_\_

Have you enlisted Maryland State Police assistance? 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**