

The City of Frederick - Parade/Walk/Race Guidelines – For **Applicant Information**, Does not need submitted with application.

The City of Frederick has spent several months reviewing our Parade/Walk/Race process and made some enhancements that are effective immediately. We appreciate everyone's patience while we worked through this process and hope these enhancements will make the process more effective for everyone.

Enhancements are as follows:

- Routes:
 - Baker Route – Revised;
 - Monocacy Route;
 - Whittier Route;
 - Husky Route;
 - New Riverwalk/Rivermist Route;
 - Special Routes – We encourage use of any of the City Approved Routes, However there may be suggested routes that will be reviewed on a case-by-case basis by the Frederick Police Department. A clear, legible map AND written turn by turn directions of the proposed special route must be submitted for review. Staff cannot guarantee a Special Route will be approved but will make every effort to work with the Organization/Applicant. For “Special” Routes a road closure permit is also required.
- Course Marshall Assignments:
 - All City Approved Routes now have Course Marshal Assignments that all Organizations must provide for as stated;
 - All applicants holding a parade or a 5K race must obtain services to ensure safe and secure road closings, road crossings and route security (including barricades and cones). Event organizers will be responsible for the cost associated with these services. Proof of Traffic Control must be submitted to Office Manager at least 30 days prior to event. Approved service providers are as follows:
 - DOT approved Traffic Control Service;
 - off duty uniformed Police as per COMAR regulations;
- Road Closures:
 - All Parades and Races utilizing a private traffic control company require a road closure permit. Please inform them of the road closure permit requirement as the application should come from the traffic control company. Contact the Engineering Department at 301-600-1498 or 301-600-3885 if you have any questions about this requirement. A road closure application is attached to the end of this application/information packet for your reference. Road Closure applications and fees are to be returned to Engineering Department/140 W Patrick Street/Frederick/MD/21701 or dlawson@cityoffrederick.com.
- Maps of City Approved Routes:
 - All maps are posted on the City of Frederick website;
- Parades:
 - “*Parade*” means any march, demonstration, procession or motorcade consisting of persons, animals, or vehicles, or a combination thereof, upon the streets, parks or other public grounds within the City with an intent of attracting public attention that affects or may reasonably be expected to affect the normal flow or regulation of vehicular or pedestrian traffic upon the streets, parks or other public grounds.
- Races:
 - “*Race*” means a competitive, athletic event conducted on foot, using bicycles or other mechanical devices, using a street, park, or other public ground of the City as its primary route of travel.
 - Only one (1) race event per day per City Approved Route will be allowed and must take place in the morning hours;
- Walks:
 - “*Walkathon*” means a procession or march using a sidewalk or shoulder or other portion of a public way, other than the portion of the public way used for vehicular traffic, as its primary route of travel.

- Maximum of two (2) walks per day per City Approved Route, with a buffer of at least two (2) hours between the end of one event and the start of the next, will be allowed if no Races are scheduled at that City Approved Route. If a race is scheduled, Walk will be in the afternoon only;
- The Husky Route *cannot* be used for walk events;
- It is recommended that you have Course Marshals wherever there is a directional change on the course and sign the course appropriately;
- When using the Baker Route there are enough crosswalks and sidewalks where the event can remain on the sidewalks and utilize the crosswalks/intersections. There is also the option of using the paths entirely within the park as well;
- The Monocacy and Whittier Routes have separate walk route maps that differ from the 5K map slightly;
- Application and process:
 - The application is required to be completed by the Organization that the event will benefit in addition to an applicant; not just an Applicant with no Organization;
 - A Certificate of Insurance naming ‘The City of Frederick’ as the holder is required for all events and must be submitted at time of application; If the certificate cannot be submitted at time of application due to policy renewal, must provide a copy of last year’s insurance and letter of good faith from insurance company, and followup with insurance at least 30 days prior to event. See Item 6 below for insurance details.
 - The Ordinances attached are updated to the current Sections of the City Code;
 - Review process remains the same.

Upon reviewing the attached application, Organization/Applicant needs to be aware of the following:

1. All applicants that are planning to hold their event on the same day the following year will receive first priority in the review process (i.e. 1st Saturday in May);
2. Any applicant wanting to change their day the following year will receive second priority in the review process (i.e. 1st Saturday in May to 2nd Saturday in May);
3. Any new applicant will receive third priority in the review process;
4. Parades and 5K races must obtain services and provide proof to Office Manager 30 days prior to event, to ensure safe and secure road closings, road crossings and route security. Event organizers will be responsible for the cost associated with these services. Approved service providers are as follows:
 - DOT approved Traffic Control Service;
 - off duty uniformed Police as per COMAR regulations;
5. Walks are recommended to provide Course Marshals per the City’s Assignment document;
6. ALL applications REQUIRE a Certificate of Insurance naming ‘The City of Frederick’ as the holder and additional insured with a minimum \$1 million single and \$2 million aggregate liability, \$10,000 medical expenses, and \$1 million workers compensation (if organization has more than one employee) for all events and must be submitted at time of application to my attention listed below. If policy has not renewed yet, please provide last year’s policy with a letter of good faith from the insurance company, followed by the Certificate of Insurance valid through event date at least 30 days prior to the event.

If you have any questions and/or concerns, please feel free to contact me at [sstamper@cityoffrederick.com](mailto:ssstamper@cityoffrederick.com) or 301-600-1173.

APPLICATION TO CONDUCT A PARADE / WALK-A-THON / RACE

Please read entire document and complete in its entirety.

APPLICATIONS MUST BE SUBMITTED NINETY (90) DAYS PRIOR TO DATE OF EVENT.

A CERTIFICATE OF INSURANCE Naming 'The City of Frederick' as the holder is required for all events and must be submitted at time of application. See Item 6 in the policies.

Requesting Organization:					
Organization Mailing Address:					
City/State/Zipcode:					
Daytime Phone:					
Cell Phone:					
Email Address:					
Applicant Name (F/M/L):					
Applicant Mailing Address:					
City/State/Zipcode:					
Daytime Phone:					
Cell Phone:					
Email Address:					
Requested Date of Event (M/D/Y):				Registration Start Time:	
Requested Day of the Week:				P/W/R Event Start Time:	
Type of Event: See Definitions (Ord. No. G-13-12, § 1, 5-2-13) and in the policies attached to this application.		<i>Parade</i>	<i>Walk</i>	<i>Race</i>	P/W/R Event Stop Time:
Name & Purpose of Event: <i>(Certificate of Insurance will be required for all events.)</i>					
Number of Pedestrian Participants:					
Number of Vehicles:					
Number of Animals:					
Number of Animal Drawn Vehicles:					
Number of Bands:					
Number of Floats:					
Description of any unusual vehicles/floats/participants (e.g. large helium balloons, etc.):					
If Walk-A-Thon or Race, describe exact route: <i>*If unapproved City route, provide map & detailed turn-by-turn directions for review by FPD staff. A road closure permit must be obtained from the Engineering Department @ 301-600-1498 or 301-600-3885 for any "special routes" for parades and races.</i>		<input type="checkbox"/> Baker 5K		<input type="checkbox"/> Baker Walk Only	
		<input type="checkbox"/> Monocacy 5K		<input type="checkbox"/> Whittier 5K	
		<input type="checkbox"/> Husky 5K		<input type="checkbox"/> Riverwalk/Rivermist 5K	
		<input type="checkbox"/> SPECIAL* – submit map and detailed turn by turn directions for FPD review. A road closure permit is required for Parades and Races with "special routes".			
Additional equipment at event (i.e. band, DJ, signage, banners, tables/chairs, portopots, etc.): Provide sketch--Areas of park where equipment placed also needs reserved. Equipment delivery and pickup to occur within your reservation timeframe.					
Special Expenses:		<i>SEE Sec. 18-10 attached.</i>			
Special Traffic Considerations: <i>All Parades & 5Ks must submit proof of traffic control, 30days prior to permit issuance.</i>		<i>SEE Sec. 18-11 attached and #4 in policies. Parades and 5K races must obtain services and provide proof to Office Manager 30days prior to event, to ensure safe and secure road closings, road crossings and route security</i>			
Name & contact info for two (2) people to act as Event Representatives during the event:		Name:		Phone:	
		Name:		Phone:	
FEE – non-refundable per Sec. 18-6(c): <i>Payment received:</i>		<input type="checkbox"/> Parade = \$200.00		<input type="checkbox"/> Walk-A-Thon = \$50.00	
		Date Paid:		Method:	
				<input type="checkbox"/> Race = \$100.00	
				Rec'd by:	

Signature & Printed Name of Applicant: _____ **Date:** _____

**City of Frederick / Department of Parks & Recreation
PARADE / WALK-A-THON / RACE PERMIT APPLICATION / AGENCY REVIEWS**

EVENT Name/Date: _____

FOR OFFICE USE ONLY

FREDERICK POLICE DEPARTMENT

RECOMMENDATION: APPROVE DISAPPROVE

Number of Parade/Walk-A-Thon/Race Marshals Required: _____

Comments: ALL City Approved Routes have Course Marshal Assignments that all Organizations must provide for as stated; ALL applicants holding a parade or a 5K race must obtain services to ensure safe and secure road closings, road crossings and route security (including barricades and cones). Event organizers will be responsible for the cost associated with these services. Approved service providers are as follows: DOT approved Traffic Control Service; off duty uniformed Police as per COMAR regulations.

Please adhere to the City's noise ordinance.

Signature: _____ Date: _____

DEPARTMENT OF PUBLIC WORKS

RECOMMENDATION: APPROVE DISAPPROVE

Comments: _____

Signature: _____ Date: _____

ENGINEERING DEPARTMENT

RECOMMENDATION: APPROVE DISAPPROVE

Comments: _____

Signature: _____ Date: _____

RISK MANAGEMENT

RECOMMENDATION: APPROVE DISAPPROVE

Comments: _____

Signature: _____ Date: _____

Risk Management – please forward to Parks & Recreation Office Manager

MAYOR'S OFFICE

RECOMMENDATION: APPROVE DISAPPROVE

Comments: _____

Signature: _____ Date: _____

Mayor's Office – please forward to Parks & Recreation Office Manager after signature.

DATE OF PERMIT ISSUANCE: _____

The City of Frederick, Maryland
PARADE / WALK-A-THON / RACE
POLICY

Frederick, Maryland. Code of Ordinances >> PART II - THE CODE >> Chapter 18 – SPECIAL EVENTS >> ARTICLE I. - IN GENERAL >> ARTICLE II. – PARADES, RACES AND WALKATHONS>>ARTICLE V. – VIOLATIONS AND ENFORCEMENT

ARTICLE I. - IN GENERAL

Sec. 18-1. Purpose and Intent.

The City recognizes and supports the public's right of assembly and free speech and to utilize public rights-of-way for such purposes. At the same time, the City has an important and compelling governmental interest in protecting property, public safety, health, and welfare, and controlling use of streets and other public venues. The City is also concerned about the adverse effects to the public health, safety, and welfare that may result from the gathering of large crowds of people at large events on private property. This chapter seeks to accommodate public rights of speech and assembly, as well as private property rights, while protecting the public health, safety, and welfare by establishing procedures, terms, and conditions for the operation of large events on both public and private property.
(Ord. No. G-13-12, § 1, 5-2-13)

Sec. 18-2. Definitions.

For the purposes of this chapter, the following terms have the meanings given:

- (a) "*Additional police services*" means policing services above and beyond the level of service that would normally be provided by regular on-duty officers of the Frederick Police Department in the location and at the time of the proposed event.
- (b) "*Block party*" means a temporary gathering held on a public street within a residential neighborhood, requiring the closure of a street or portion of a street.
- (c) "*Dangerous weapon*" means a device designed or capable of being used to inflict serious injury upon a person or property, including, but not limited to, firearms, knives with a blade exceeding three (3) inches in length, razor blades, metallic knuckles, clubs, blackjacks, night sticks, dynamite cartridges, bombs, grenades, mines, and any other explosive or incendiary device.
- (d) "*Large private event*" means any festival, performance, party, or like occurrence that:
 - (1) is held outside in a parking lot, field, lawn, driveway, or like area which is not contained within a permanent improvement having a roof supported by enclosing walls, lattices, or other upright structural configuration; and
 - (2) has or reasonably should be anticipated to have two thousand (2,000) or more individuals in attendance at any one time during the occurrence.
- (e) "*Large private event*" does not include:
 - (1) any event held inside a theater, church, school, assembly hall, arena, governmental council chamber or board meeting room, or like area within a structure and specifically designed to be used as a place for the assemblage of individuals, provided the anticipated attendance does not exceed the established occupant load;
 - (2) a parade, race, walkathon, or other event occurring on public property;
 - (3) events held on the grounds of a school, place of worship, business, or nonprofit corporation and attended primarily by attendees of the school, place of worship, business, or nonprofit corporation;
 - (4) the annual Great Frederick Fair; or
 - (5) family reunions.
- (e) "*Mayor*" means the Mayor of The City of Frederick or the Mayor's designee.
- (f) "*Parade*" means any march, demonstration, procession or motorcade consisting of persons, animals, or vehicles, or a combination thereof, upon the streets, parks or other public grounds within the City with an intent of attracting public attention that affects or may reasonably be expected to affect the normal flow or regulation of vehicular or pedestrian traffic upon the streets, parks or other public grounds.
- (g) "*Permit*" means written permission for an event pursuant to this chapter.

- (h) "*Race*" means a competitive, athletic event conducted on foot, using bicycles or other mechanical devices, using a street, park, or other public ground of the City as its primary route of travel.
- (i) "*Walkathon*" means a procession or march using a sidewalk or shoulder or other portion of a public way, other than the portion of the public way used for vehicular traffic, as its primary route of travel.
(Ord. No. G-13-12, § 1, 5-2-13)

Sec. 18-3. General Provisions.

- (a) *Administration.* Except as otherwise provided, this chapter shall be administered by the Mayor. The Mayor is hereby authorized to adopt administrative regulations as needed to administer the provisions of this chapter.
- (b) *Content-neutral decision-making.* To achieve the purposes of this chapter without undue interference with protected rights of speech and assembly, decisions to issue, deny, or conditionally approve permits shall not be based on the content of a message associated with the event absent a compelling governmental interest. Notwithstanding that general standard, protections otherwise applicable to speech and assembly are limited and may not extend to speech or assembly that is intended to or has the result of causing public alarm, disruption, falsehood, or other form of expression that is not protected under the laws or constitution of Maryland or the United States. This chapter seeks to impose reasonable time, place and manner controls in an appropriate and limited manner upon events for which permits are required. This chapter will be administered in a manner that seeks to allow for expression in accordance with applicable constitutional and statutory limits and controls. (Ord. No. G-13-12, § 1, 5-2-13)

Sec. 18-4. Standard application process.

- (a) *Application forms.* The Mayor shall create and provide application forms for permits. The information required by the application will be the minimum information that is required of any applicant. The application form will include information designed to allow the Mayor to act on the application in an informed manner to determine if the application meets the requirements of this chapter, including potential adverse effects as stated herein, and to allow the Mayor to determine what requirements, if any, should be imposed as a condition of issuance of the permit.
- (b) *Filing of written application.* Any person seeking a permit shall file a completed application with the Mayor within the period required by this chapter. The application shall be signed by the applicant or the applicant's duly authorized representative or agent.
- (c) *Application fees.* A non-refundable application processing fee, as specified by ordinance or resolution, shall be paid to the City by the applicant when the application is filed to cover administrative costs of processing the permit application.
(Ord. No. G-13-12, § 1, 5-2-13)

Sec. 18-5. Participation in events; restrictions.

- (a) *Participation.* An event that is not organized or operated by the City shall not be deemed state or governmental action. Accordingly, the City shall not compel or otherwise direct the inclusion or exclusion in the event of any group or class of individuals.
- (b) *Restriction on participation.* An event subject to this chapter may be limited by the permit holder as to the number of participants in the interest of safety, health, public order, and adequacy of facilities and security. The number of participants also may be restricted by order of the Mayor based on considerations of public health, safety or welfare.
(Ord. No. G-13-12, § 1, 5-2-13)

Sec. 18-6. Zoning and other laws.

Nothing in this chapter shall be construed to waive any requirement imposed by other applicable laws, including but not limited to the City's Land Management Code and the requirement for a zoning permit; the noise ordinance; the building code; the fire code; and the vendor/peddler ordinance. Any permits or approvals required by any other applicable law must be obtained in addition to the permits and approvals required by this chapter. (Ord. No. G-13-12, § 1, 5-2-13)

Sec. 18-7. Permits and exemptions.

In permitting any event under this chapter, the Mayor may impose special conditions as necessary to protect the public health, safety or welfare. (Ord. No. G-13-12, § 1, 5-2-13)

Sec. 18-8. Permits and exemptions.

- (a) *Applicability and permit requirement.* This article applies to parades, races, and walkathons. Except as otherwise provided in subsection (b) of this section, a person shall not engage in or conduct a parade, race, or walkathon unless that person has a current and valid permit issued in accordance with this chapter. An agent or representative of a permittee shall not knowingly fail to comply with any term or condition of the permit.
- (b) *Exemptions.* A permit is not required for:
- (1) a funeral procession;
 - (2) students going to and from school classes or participating in educational activities, provided that such conduct is under the immediate direction and supervision of the proper school authorities;
 - (3) a governmental agency acting within the scope of its functions; or
 - (4) a spontaneous event involving a parade occasioned by news or affairs coming into public knowledge within five (5) days prior to the event, provided that:
 - (A) the event occurs in a public area in a manner that does not unduly disrupt or inconvenience the public in the use of the area; and
 - (B) the organizer or sponsor of the event provides written notice to the Mayor at least twenty-four (24) hours prior to the start of the parade or public assembly, or other prior notice as may be reasonable under the circumstances.
- (c) *Action on applications.*
- (1) *Decision.* Upon consideration of the criteria set forth in subsection (a) of this section, the Mayor shall approve the permit application, approve it with conditions, approve it with modifications; or deny the application.
 - (2) *Timeframes.* Unless otherwise agreed to by the applicant, the Mayor shall act on an application within forty-five (45) days after determining that the application is complete.
 - (3) *Notice.* The Mayor shall notify the applicant of action on the application by personal delivery or first class mail. If the application is approved with conditions, approved with modifications, or denied, the notice shall include a statement of the grounds for such action.

(Ord. No. G-13-12, § 1, 5-2-13)

Sec. 18-9. Reserved.

Sec. 18-10. Special expenses.

- (a) *Police services.*
- (1) *Determination.* During the Mayor's review of a permit application in accordance with [§ 18-9](#) of this chapter, the Mayor shall determine whether the proposed parade, race, or walkathon is likely to require additional police services. In making the determination, the Mayor shall consider the number of people anticipated to attend the event, whether alcohol will be provided as part of the event, and the location, duration, time, and date of the event. The Mayor shall not consider the speech content of the event in determining the amount of police services necessary. If the Mayor determines that additional police services are required, the Mayor will notify the applicant.
 - (2) *Responsibilities of applicant.* An applicant is solely responsible for securing additional police services at such a level as to reasonably allow the event to proceed without compromising public safety or unduly burdening the operations of the Frederick Police Department, as determined by the Mayor. To meet this obligation, the applicant shall either hire private security or contract with the City for the provision of the additional police services by the Frederick Police Department. The applicant is solely responsible for all costs associated with the provision of private security services or, unless otherwise agreed by the City, additional police services by the Frederick Police Department.
- (b) *Public works.*
- (1) *Determination.* In the same manner as is set forth in subsection (a)(1) of this section regarding the use of additional police services, the Mayor shall determine whether an applicant is required to pay for or provide additional public works-related materials or services such as lighting, refuse receptacles and pick-up, sanitary facilities, traffic control signs, devices or personnel. If the Mayor determines that additional public works-related materials or services are required, the Mayor will notify the applicant.

- (2) *Responsibilities of applicant.* An applicant is responsible for paying for or providing such additional public works-related materials or services, as determined by the Mayor, as are reasonably necessary to allow the event to proceed without unduly burdening City resources or creating a threat to public health, safety or welfare. In addition, a permit holder shall provide, at the permit holder's expense, a reasonably sufficient number of containers for the disposal of recyclable refuse and shall, within twenty-four (24) hours after the conclusion of the event, remove and properly dispose of the contents of the containers.

(Ord. No. G-13-12, § 1, 5-2-13)

Sec. 18-11. Traffic.

A permit applicant proposing to conduct a parade, race, or walkathon that will require the closure of a City street or lane shall make application to the City Engineer for a Temporary Street/Lane/Sidewalk Closure Permit. The Mayor may not issue a permit for an event that requires a street or lane closure until any necessary street closure permit has been issued by the City Engineer. (Ord. No. G-13-12, § 1, 5-2-13)

Sec. 18-12. Public conduct.

- (a) *General standard.* In addition to any other prohibition set forth in this chapter, a person shall not unreasonably hamper, obstruct or impede, or interfere with any parade, race, or walkathon or with any person, vehicle or animal participating or used in such an event.
- (b) *Vehicles.* Unless otherwise directed by a member of the Frederick Police Department, the driver of a vehicle may not drive between the vehicles or persons comprising a parade when such vehicles or persons are in motion and are conspicuously designated as a parade or public assembly.
- (c) *Parking.* The City, when reasonably necessary, may prohibit or restrict the parking of vehicles along a street constituting a part of the route of a parade, race, or walkathon, and shall post signs to that effect. Any person who parks or leaves a vehicle unattended in violation of such requirement in a posted area shall be guilty of a parking violation and may be issued a citation or towed in accordance with [Chapter 13](#) of this Code.
- (d) *Signs.* A person may not carry or possess any length of metal, lumber, wood, or similar material for purposes of displaying a sign, poster, plaque or notice, unless such object is one-half (½) inch or less in thickness and two (2) inches or less in width, or if not generally rectangular in shape, such object shall not exceed three-fourths (¾) inch in its thickest dimension. A person may not carry any sign, poster, plaque, or notice, whether or not mounted on a length of material as specified in this subsection, unless such sign, poster, plaque, or notice is constructed or made of cloth, paper, cardboard, vinyl, corrugated plastic, or other material without the apparent potential to cause personal injury or property damage.

(Ord. No. G-13-12, § 1, 5-2-13)

Sec. 18-20. Revocation or suspension of permits.

- (a) *Process.* The Mayor may suspend or revoke any permit issued under this chapter upon finding any violation of this chapter, the terms or conditions imposed in the permit, or for any other action deemed detrimental to public health and safety. Such revocation shall take effect immediately, and the Mayor shall promptly notify the permittee of revocation. After revocation, the permittee may not conduct the event, or if the event has commenced, shall immediately cause the event to be terminated in a safe, proper manner.
- (b) *Public emergencies.* If a public emergency arises where municipal resources required for the emergency are so great that deployment of municipal personnel, equipment or services for an event permitted under this chapter would have an immediate, adverse effect upon welfare and safety of persons or property, the Mayor may suspend or revoke the permit and the permittee shall comply with such directives as the Mayor may impose.

(Ord. No. G-13-12, § 1, 5-2-13)

Sec. 18-21. Dangerous weapons.

Except as otherwise provided in this subsection, a person may not carry a dangerous weapon on any public way, sidewalk, or other public property within five hundred (500) feet of an event permitted pursuant to this chapter. Law enforcement officers, members of the Armed Forces and National Guard, and uniformed members of an honor guard of a recognized civic or fraternal organization may carry dangerous weapons provided that such persons are acting lawfully. (Ord. No. G-13-12, § 1, 5-2-13)

Sec. 18-22. Violations.

Any person who violates any provision of this chapter or the terms or conditions of any permit issued under this chapter is guilty of a municipal infraction punishable by a fine not to exceed one thousand dollars (\$1,000.00). (*Ord. No. G-13-12, § 1, 5-2-13*)

Sec. 18-23. Judicial review.

Any person aggrieved by a decision made by the Mayor under this chapter may, within thirty (30) days after such decision, file a petition for judicial review with the Circuit Court for Frederick County in accordance with the Maryland Rules governing judicial review of administrative agency actions. (*Ord. No. G-13-12, § 1, 5-2-13*)



DATE _____
PERMIT # _____

***Road closure permits required for "Special Routes" for Parades and Races. This form and fee to be returned to the Engineering Department 140 West Patrick Street Frederick, MD 21701 301-600-1498 Fax: 301-600-3843, dlawson@cityoffrederick.com .**

TEMPORARY STREET/LANE/SIDEWALK CLOSURE PERMIT

FEE

1st/ 2nd REVIEW = \$75.00 _____ EXEMPT _____ (City, County, Public Utility Companies)

BLOCK PARTY = \$50.00 _____

APPLICANT INFORMATION

APPLICANT _____

COMPANY _____

ADDRESS _____

EMAIL _____ PHONE _____

CLOSURE REQUESTED

Sidewalk Street Lane Dumpster POD

Area To Be Closed _____

FROM: _____ TO: _____

(Cross Street) (Cross Street)

DATE(S) OF CLOSURE: FROM: _____ TO: _____

TIME OF CLOSURE: FROM: _____ UNTIL: _____ (No Later Than 12 midnight)

REASON FOR CLOSURE: _____

MD SHA TEMPORARY TRAFFIC CONTROL STANDARD DETAIL NO. _____

CITY USE ONLY:

Police Dept. Date Notified: _____

Public Works – Streets Supt. Date Notified: _____

Public Notification Sent Date Notified: _____

APPROVED _____ DENIED _____ TRAFFIC ENGINEER _____ Date _____

This form has been provided for your convenience. Please submit road closure application forms to Engineering Department/140 W Patrick Street/Frederick/MD/21701 or dlawson@cityoffrederick.com.

APPLICANT AGREES TO THE FOLLOWING CONDITIONS BY INITIALING EACH PARAGRAPH:

Indemnification and Hold Harmless: The Applicant and/or the signers of the petition, individually and collectively, shall indemnify and hold the City of Frederick, its officials and employees, from any and all loss, cost (including reasonable attorney fees and court costs), damages, expenses, and liability caused by any of the closed street, lane or sidewalk or by the revocation of permission to close the street, lane, or sidewalk arising from the use or occupancy of the closed street, lane, or sidewalk arising from the use or occupancy of the closed street, lane or sidewalk. The City accepts no liability for any action(s) that may arise from the closing of the street, lane, or sidewalk, or from the revocation of permission to close the street, lane, or sidewalk. Any insurance protection that is necessary during the closing of the street, lane or sidewalk is the sole responsibility of the applicant and/or the signers of the petition.

INITIAL HERE _____

City Property and Equipment: All property and equipment belonging to the City, and located within and around the closed street, lane or sidewalk, is to be treated by the applicant and/or the signers of the petition and their invitees/contractors, with reasonable and due care. The applicant and/or the signers of the petition assume, individually and collectively, complete and absolute liability for any loss and damage to the City property and equipment which may result from any misuse or mistreatment of the property and/or equipment during the street, lane or sidewalk closure. No items of any kind shall be attached to any City owned facilities. Electrical cords or any other access will not be allowed to be connected to any City-owned poles or cabinets.

INITIAL HERE _____

GENERAL CONDITIONS:

1. Any lane and/or road closures require four (4) weeks advance notice.
2. Applicant shall follow all applicable Maryland State Highway Standards for Temporary Traffic Control and include the Temporary Traffic Control Standard Detail number on this application.
3. Before any street closure that necessitates a detour, the permit holder shall notify the owners of property abutting that street, in writing, of the upcoming closure. The written notice must include a description of the area to be closed, the dates and times of the closure, and the name, address, and phone number of the permit holder. Notices may be mailed or hand delivered at least 48 hours before the closure. The permit holder shall submit a copy of the notice and a list of the notified addresses to the Engineering Department prior to the closure.
4. At least 48 hours before closing a street, the applicant shall notify Central Alarm at 301-600-1603 and Frederick City Department of Public Works Switchboard at 301-600-1440 and again after the travel lane is opened to traffic.
5. The applicant shall keep this permit on site at all times during the sidewalk/lane/road closure.
6. Applicant shall notify the Parking Dept. at 301-600-1429 to obtain “No Parking” signs, if needed.
7. A separate Utility Permit is required for installation of facilities placed in or crossing the City right-of-way.

SIGNATURE OF APPLICANT _____ DATE _____

This form has been provided for your convenience. Road closure permits are required for any “Special Routes” for Parades or Races. Please submit road closure application forms to Engineering Department/140 W Patrick Street/Frederick/MD/21701 or dlawson@cityoffrederick.com.