

## Community Programs and Services

### Special Events Impacting Delaware's Roadways

Planned special events include sporting events, concerts, festivals and conventions occurring at permanent multi-use venues. They also include less frequent public events such as parades, fireworks displays, bicycle races, sporting games, motorcycle rallies, seasonal festivals and block parties which may occur at temporary venues. These types of events can have direct and indirect impacts on the transportation system. Events that have direct impacts to the transportation system are those that require full roadway or lane closures to accommodate the needs of the event. Events having indirect impacts to the transportation system or those types of events that attract large crowds which could affect normal traffic flow on Delaware's roadways.

#### Permit Requirements

The Delaware Department of Transportation (DelDOT) requires the organizer of a special event that impacts the transportation system to get approval from the Department to hold such events and to review any temporary traffic control that is necessary for the event to occur. Event organizers are required to fill out DelDOT's Special Event Permit Application (SpecialEventPermitv11.pdf) and submit the completed application to the Special Events Manager in the Traffic Safety Section. This form can be simply emailed by clicking the appropriate button at the top of the application. The Department's Special Events Manager will review the application and the location of the event and determine if additional traffic control measures or other requirements are needed to safely conduct the event and to minimize the impacts to the transportation system. If additional information is needed, the Special Events Manager will coordinate that information with the event organizer. Once all requirements are satisfied, an approved copy of the Special Event Permit Application (SpecialEventPermitv11.pdf) will be provided to the event organizer. An approved copy will be held by the Traffic Safety Section.

DelDOT reserves the right to revoke this permit at any time if the special event creates major traffic problems or the safety of the event participants and/or the traveling public is compromised. If this permit is revoked by DelDOT during the event, the event activities shall cease immediately.

#### Traffic Control Requirements

Any roadway or lane closures that are required as part of the events Traffic Control Plan shall be conducted in accordance with the DelDOT Manual on Uniform Traffic Control Devices, Part 6, Temporary Traffic Control (/information/pubs\_forms/manuals/de\_mutcd/pdf/Part\_6\_August\_2009\_Final.pdf). Traffic Control Plans shall be reviewed and approved by DelDOT prior to receiving an approved Special Event Permit Application. If traffic control is required for an event, the event organizer should provide a completed application and traffic control plan no later than six (6) weeks prior to the start of the event. If the event organizer needs assistance with the development of a traffic control plan, the Department should be contacted no later than three (3) months prior to the start of the event.

Only qualified people specializing in temporary traffic control shall place traffic control devices on Delaware's roadways. The event organizer is responsible for all costs of temporary traffic control in accordance with the approved traffic control plan, including any required portable changeable message signs. If the event organizer requests DelDOT assistance with traffic control, including labor and equipment, all costs will be borne by the event organizer. An estimate will be prepared and a concurrence letter will be provided prior to the beginning of the event. The concurrence letter provides a binding contract between the event organizer and DelDOT for the costs associated with DelDOT provided traffic control. Billing for traffic control costs will occur after the completion of the event. The event organizer is encouraged to seek estimates from private companies that specialize in temporary traffic control or to seek donations of traffic control equipment for the purposes of the event.

If portable changeable message signs (PCMS) are used for the event, either provided by DelDOT (at the cost of the event organizer) or by other means, the event organizer shall complete the Portable Changeable Message Sign Approval Form ([/information/pubs\\_forms/manuals/de\\_mutcd/pdf/PCMS Approval Form.doc](/information/pubs_forms/manuals/de_mutcd/pdf/PCMS%20Approval%20Form.doc)) and submit the form to the Department for approval no later than 14 days prior to the start of the event.



# Delaware Department of Transportation

## Special Event Permit Application

EMAIL COMPLETED FORM

Today's Date

### Event Information

Event Name

Event Start Date  Event End Date

Start Time  End Time

Contact Person (Individual in Charge on Day of Event)  Phone Number

Event Contact Email (if different than applicant)

**Contact person must be available by phone during the event.**

Address

City  State  Zip Code

Event Location

Type of Event  Will this event occur on or adjacent to State maintained roadways?  Yes  No

Proposed Routing (for bike races, marathons, etc.)  
Please attach map of route to application

### Event Organizer Information

Applicant's Name

Organization Name (if applicable)

Applicant's Address

City  State  Zip Code

Phone Num  Cell Num  Email

Organization's Address (if different from applicant)

City  State  Zip Code

Phone Num  Cell Num  Email

## Traffic Control Plan

Will this event require the partial or full closure of any roadways or intersections?  Yes  No

If yes, list the roads to be closed

Please note, traffic control for all roadway closures shall conform to Part 6 of the Delaware Manual on Uniform Traffic Control Devices (DEMUTCD).

The DEMUTCD can be found at [www.mutcd.deldot.gov](http://www.mutcd.deldot.gov)

Traffic control plans shall be submitted to DeIDOT for review and approval no less than 6 weeks prior to the beginning of the event.

Please describe traffic control plan (detour route, traffic control points, etc.)

## Additional Information

Will police officers or fire police be assisting with traffic control?  Yes  No

If yes, please provide point of contact for each police or fire police agency. Provide name, phone number and number of officers that will be provided from each agency. DeIDOT will verify this information with the police agencies.

Will provisions for medical treatment be available?  Yes  No

If yes, please describe

Will sanitary facilities be available?  Yes  No

If yes, please describe

**Permit Conditions and Notes**

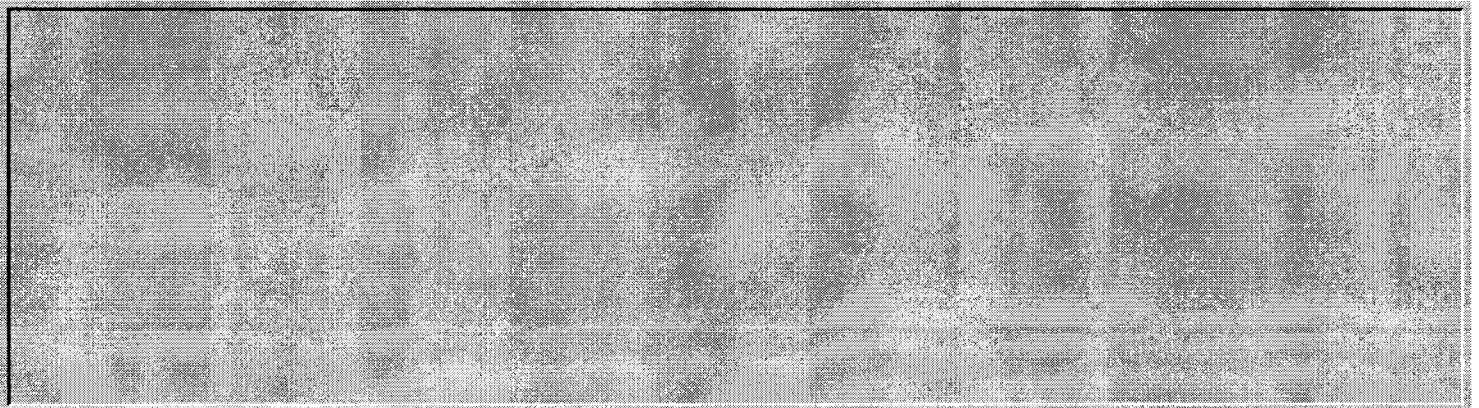
1. All traffic control shall conform to the standards specified in the Delaware Manual on Uniform Traffic Control Devices (DEMUTCD).
2. The Delaware Department of Transportation reserves the right to revoke this permit at any time if the special event creates major traffic problems or the safety of the event participants and/or the traveling public is compromised. If this permit is revoked by the Department during the event, the event activities shall cease immediately.
3. Traffic control devices required to provide proper traffic control for the event can be requested from DeIDOT. The costs associated with traffic control provided by DeIDOT, including but not limited to, traffic control devices and other equipment and labor, shall be borne by the event organizer. The event organizer may also rent traffic control devices from a company specializing in temporary traffic control
4. The Contact Person or an individual in charge on the day(s) of the event shall be reachable at all times during the event.
5. Except in unusual cases, funerals do not require a Special Event Permit and are subject to the provisions of Title 21, Chapter 71 of the Delaware Code.

**Legal Authority:**

Title 17, Chapter 1, Subchapter III, Section 141 gives the Department of Transportation jurisdiction and control of all state highways outside of the limits of incorporated cities and towns for the purpose of regulating traffic and for the use and operation of all vehicles thereover, and gives the Department the authority to adopt any and all rules and regulations respecting the use of such highways and the operation of all vehicles upon the same.

For state maintained roadways within the corporate limits of municipalities, the local government is responsible for approving the special event after consultation with the Department of Transportation. All temporary traffic control for special events inside the limits of municipalities shall comply with the requirements of the Delaware Manual on Uniform Traffic Control Devices (DE MUTCD). For those events occurring on state maintained roadways within the corporate limits of municipalities, the temporary traffic control shall be reviewed and approved by DeIDOT.

**Traffic Control Notes (to be filled out by DeIDOT)**



\_\_\_\_\_  
Approved  
Special Events Manager

\_\_\_\_\_  
Date