



Road Use Application for Special Events
Virginia Department of Transportation
Attn: Permits Department
41 Lawson Road, S.E.
Leesburg, VA 20175
Telephone: (703)737-2027
Fax: (703)771-2528

Information:

Applicants wishing to secure authorization for roadway usage shall complete the attached form. This is a three-step authorization process: The County of Loudoun Office of Emergency Management authorizes first, the Virginia State Police and/or Loudoun County Sheriff's Office second and final approval is released by VDOT. All conditions and provisions specified by the County or Loudoun Office of Emergency Management shall be strictly followed. Should the event be cancelled or postponed, the event organizers shall notify The County of Loudoun Office of Emergency Management, VDOT, the Virginia State Police and/or Loudoun County Sheriff's Office.

If your road use application is not approved by VDOT, comments will be provided by VDOT, then VDOT and the Virginia State Police and/or Loudoun County Sheriff's Office will work with applicant(s), if requested, to investigate alternatives.

Application:

1. The application shall include a street map detailing the proposed location of the event and indicating any proposed road closure. The VDOT application fee is \$100.00. All checks or money orders should be made payable to Treasurer of Virginia.
2. An application for Road Use Authorization shall be submitted to VDOT at the above address at least 60 calendar days prior to the scheduled date of the event.
3. The application with a self addressed envelope shall be mailed to the Virginia State Police and/or Loudoun County Sheriff's Office at least 45 calendar days prior to the scheduled date of the event. Loudoun County Sheriff's Office and Virginia State Police addresses and phone numbers are attached.

Requirements for Applicant:

1. If trails are available along proposed routes for hike, bike, and run events then trails shall be used not roadways.
2. Road closures on four-lane divided roadways shall not be longer than 15 miles. Variable message signs shall be posted up to two weeks prior to the event to advise the traveling public if required.
3. Request to close a street for a block party shall include the signatures of all persons affected by the road closure and/or HOA President.
4. Prior year's approval of annual events does not guarantee approval of this year's event.
5. All traffic controls shall be coordinated by the applicant, to include variable message boards, cones, barricades, and signage as deemed necessary.

Permittee Liability:

Issuance of an authorization letter by the Virginia Department of Transportation does not relieve the organizers, group, company, participants, parties to or sponsor(s) of the event from any civil or criminal liability resulting from accident, injury, or negligence. The Virginia Department of Transportation accepts no liability expressed or implied in connection with this authorization. Applicants shall at all times indemnify and save harmless the Commonwealth Transportation Board members of the Board, the Commonwealth and all Commonwealth employees, agents, and offices, from responsibility, damage, or liability arising from the exercise of the privileges granted in such permits to extent by law.

Agency Contact Numbers and Priority List for Approval

AGENCY

FIRST STEP: Visit our website to complete an online special events form and email/fax your proposed route map for review. Should you have questions regarding the process, please feel free to contact our office.

Mark Elie, Special Events Coordinator
Loudoun County Office of Emergency Management
801 Sycolin Road SE Suite #100
Leesburg, Virginia 20175
(703)737.8919 (office)
(703)779.0012 (fax)
Mark.El@loudoun.gov (email)
www.loudoun.gov/events (website)

SECOND STEP: If you have contracted for Maintenance of Traffic and other accommodations you need to contact the Loudoun County Sheriff's Office to review your application.

Jessica Shugars, Event Coordinator
Loudoun County Sheriff's Office
803 Sycolin Road SE
Leesburg, Virginia 20175
(703)737.8157 (office)
(703)771.5577 (fax)
Jessica.Shugars@loudoun.gov (email)

THIRD and FINAL STEP: After coordinating with Loudoun County Office of Emergency Management and Sheriff's Office, you will contact VDOT and proceed with signature and final application. Hours of Operation are Monday through Friday 8:30 a.m. to 11:00 a.m.; closed noon to 1:00 p.m.; Reopen at 1:00 p.m. until 2:30 p.m.

Scott Brodbeck, VDOT Permits
Virginia Department of Transportation
41 Lawson Road SE
Leesburg, Virginia 20175
(703)737.2033 (office)
(703)771.2588 (fax)
Scott.Brodbeck@vdot.virginia.gov (email)

VDOT LEESBURG RESIDENCY PERMITS OFFICE
EVENT PERMIT COMMENT FORM

STEP (1)

County of Loudoun Department of Emergency Management
Notification of Information Provided By Applicant

Applicant: _____

Date Received: _____

Date of Event: _____

Name/Title: _____ Date: _____

Comments: _____

STEP (2)

For Virginia State Police and
Loudoun County Sheriff's Office

cc: Loudoun County
Board Of Supervisors

Applicant: _____

Date Received: _____

Does Event Require Officers to Monitor Traffic? YES _____ NO _____

Number of Officers Required? _____

Does Event Require Officers to Control Traffic? YES _____ NO _____

Number of Officers Required? _____

Will Permittee Be Billed for Cost of Officers? YES _____ NO _____

Comments: _____

Signature: _____

Name/Title: _____

Date Returned to VDOT: _____

AFTER ACTION REPORT

Comments: _____

Name/Title: _____ Date: _____

STEP (3)
Virginia Department of Transportation
Application for Road Use Authorization
Please Print Clearly or Type

Date of Application: _____ Type of Event: _____
Date of Event: _____ Incident Weather Date: _____
Beginning Time: _____ Ending Time: _____
Estimated Number of Participants: _____ Estimated Number of Vehicles: _____
Sponsored By: _____
Applicant/Organization: _____

Name	Work #
Address	Home#
City, State, Zip Code	Email Address

State reason for event and necessity for utilizing the roadway. (Use additional pages if needed)

List state maintained roadways to be used. Attach a map of these routes.

Certification by Applicant:

I have read and shall comply with the attached guidelines for Road Use Authorization.

Signature _____

<p>For VDOT USE only:</p> <p>Signature _____ Date _____</p> <p>Name/Title _____</p> <p>VDOT approval with the following conditions:</p> <p>1) Traffic control will be coordinated with the Virginia State Police and/or Loudoun County Sheriff's Office at all intersections during the entire event and interruption to traffic flow to be kept to a minimum</p> <p>2) Activities shall be coordinated with the Loudoun County Department of Emergency Management, the Virginia State Police and/or Loudoun County Sheriff's Office.</p> <p>3) The event is to be publicized in both the local newspaper and radio stations to inform the traveling public</p> <p>4) If required by police all participants shall stay as close to the right edge of the pavement as possible and remain in single file to the extent possible and wear brightly colored clothing in order to be easily seen by the traveling public.</p> <p>5) The Virginia Department of Transportation accepts no liability expressed or implied in connection with this authorization. Applicants to whom permits are issued shall at all times indemnify and save harmless the Commonwealth Transportation</p> <p>Additional Comments: _____</p>
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