



Guideline for Road Use Application

Virginia Department of transportation
Attn: Permits Section
41 Lawson Road, SE
Leesburg, VA 20175
Telephone: (703) 737-2000

Information:

Applicants wishing to secure authorization for roadways use shall complete the attached form. This is a three-step authorization process: The County of Loudoun Department of Emergency Management authorizes first, VDOT secondly and third and final approval by the Virginia State Police and/or Loudoun County Sheriff's Office. All conditions and provisions specified by the County of Loudoun Department of Emergency Management shall be strictly followed. Should the event be cancelled or postponed, the event organizers shall notify The County of Loudoun Department 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 Sheriffs 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
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 stamped 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 minutes. 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 extend allowed by law.

AGENCY CONTACT NUMBERS AND PRIORITY LIST FOR APPROVAL

AGENCY

Terra Hollern, terra.hollern@loudoun.gov

County of Loudoun

Department of Emergency Management

801 Sycolin Road, SE, #100

Leesburg, VA 20175

703-737-8919/Phone Number/Website: www.Loudoun.gov/Events

(FIRST STEP) for Special Event applications is to contact County of Loudoun, Department of Emergency Management.

Jessica Shugars, Events Coordinator

Loudoun County Sheriff's Department

8 South Street, SW

Leesburg, VA 20175

703-737-8157/Phone Number

703-771-5577/Fax Number

(SECOND STEP) If you have contracted for Maintenance of Traffic and other accommodations you need to contact either Loudoun County Sheriff's Department and/or Virginia State Police to review your application.

1ST Sergeant Vernon Jones

Virginia State Police

Area 10 Office

41904 Loudoun Center Place

Leesburg, VA 20175

703-771-2533/Phone Number

703-771-4709/Fax Number

(SECOND STEP) If you have contracted for Maintenance of Traffic and other accommodations you need to contact either Loudoun County Sheriff's Department and/or Virginia State Police to review your application.

Bettie Lamberson and/or Howard Massey

Virginia Department of Transportation

41 Lawson Road, SE

Leesburg, VA 20175

703-737-2000/Phone Number

703-771-2528/Fax Number

(THIRD AND FINAL STEP) after coordinating with County of Loudoun, Loudoun County Sheriff's Office and/or Virginia State Police is to contact VDOT and proceed with signature and final application.

Contact Bettie Lamberson at VDOT (703)737-2027 to obtain approval and final signature on the application.

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: _____ Inclement 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 _____

For VDOT USE only:

Signature _____ Date _____

Name/Title _____

VDOT approval with the following conditions:

- 1) Traffic control will be coordinated with the Virginia State Police and/or Loudoun County Sheriffs Office at all intersections during the entire event and interruption to traffic flow to be kept to a minimum.
- 2) Activities shall be coordinated with the Loudoun County Department of Emergency Management, the Virginia State Police and/or Loudoun County Sheriffs Office.
- 3) The event is to be publicized in both the local newspaper and radio stations to inform the traveling public
- 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.
- 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.

Additional Comments: _____