



Prince William Permit Office
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Guidelines for Road Use Authorization

Information:

Section 24VAC30-151-470 of the Virginia Department of Transportation (VDOT) Land Use Permit Regulations stipulates that a VDOT Land Use Permit shall be obtained for any group or organization to hold parades, marches, races or other special events on state maintained highways. Application for a Land Use Permit in Prince William County shall be made sent or emailed to the **Prince William Permit Office** at the above address.

This is a two-step authorization process: VDOT approves the proposed road use first, and then Prince William County Police approves the request. Upon approval, the applicant may apply for a Land Use Permit.

Application:

1. The applicant shall submit an Application for Road Use Authorization to VDOT for approval. The request shall include a street map detailing the proposed route of the event indicating any proposed lane closures.
2. Upon VDOT approval, the applicant shall submit the Application for Road Use Authorization to the Prince William County Police station having jurisdiction over the affected road(s). Request to be submitted at least 60 calendar days prior to the scheduled date of the event.
3. Upon Police approval, the applicant shall submit the following for a VDOT permit:
 - Completed Application for Road Use Authorization signed by VDOT and PWC Police
 - Street map detailing proposed route
 - Prince William County Temporary Activity Permit (if applicable)
4. The completed application package shall be submitted to VDOT at the above address at least 30 calendar days prior to the scheduled date of the event.

General Requirements

The approval of a permit for marches, parades or other special events may be granted only under conditions which assures reasonable safety for all participants, spectators and the traveling public, and will not cause unreasonable interference with normal traffic flow which would seriously inconvenience highway users.

There shall be no authorizations for any Interstate highways, primary highways (those numbered 1-599), high volume roadways, and roadways where the posted speed limit is greater than 40 mph.

If trails or asphalt paths are available along proposed routes, for hike, bike, and run events, then trails or asphalt paths should be used, not roadways.

There shall be no authorizations for night time road use. Special events must be completed prior to sunset.

VDOT and/or the Police Department may revise the route requirements and schedule depending on the type of proposed event and estimated number of participants.

If deemed necessary, a preliminary planning meeting shall be held between VDOT representatives, the sponsoring group or event organizer, the local jurisdiction(s), local and state police, etc. to discuss the proposed route and event. A contact person shall be designated on the permit application and be accessible during the proposed event.

A copy of the Land Use Permit shall be on site during the proposed event and made available for inspection upon request by authorized personnel.

The placement of advertising signs within VDOT maintained rights-of-way will not be permitted.

The sponsoring group or event coordinator shall be responsible for removal of all trash and litter upon conclusion of the event.

Prior year's approval of annual events does not guarantee approval of this year or future events.

Traffic Control Requirements

Traffic control for detours, lane closures and intersections shall be under the direction of state, county or local police departments. The applicant may be required to pay for these services.

If required by VDOT and/or the Police Department, the applicant shall furnish all signs, 36" traffic cones, electronic message boards, and other traffic control devices deemed necessary for the event.

If required by VDOT and/or the Police Department, the applicant shall obtain the services of a person or company accredited by VDOT in Work Zone Traffic Control who will be responsible for the placement, maintenance and removal of traffic control devices deemed necessary for the event.

Ingress and egress for emergency vehicles must be maintained throughout any road closures or lane closures.

Provisions must be made to give immediate access to homeowners affected by the event.

Interruption of traffic flow at intersections shall be kept to a minimum.

All participants in races shall stay as close to the right edge of pavement as possible, on sidewalks and trails where available, and wear brightly colored clothing in order to be easily seen by the traveling public.

Notification Requirements

The sponsoring group or event organizer shall contact local emergency response officials (fire & rescue, etc.), post offices, and schools affected by the proposed event upon issuance of the VDOT land use permit, or at least fourteen (14) calendar days prior to the scheduled event.

The sponsoring group or event organizer shall provide public notification (newspapers, radio, public service announcements, etc.) prior to commencement of the scheduled event.

Permit Revocation

At the discretion of VDOT or law enforcement officials, the Land Use Permit may be revoked and the event terminated for non-compliance with conditions of the permit, if traffic flow becomes congested, or weather conditions are deemed unsafe for the event participants.