



South Carolina
Department of Transportation

Cherokee County
Chester County
Chesterfield County
Fairfield County
Lancaster County
Union County
York County

MEMORANDUM

TO: Resident Maintenance Engineer

FROM: F.S. Bland, Jr., P.E., District Four Engineering Administrator 

DATE: August 11, 2009

RE: Road Closures for Parades, Festivals, and Other Events

In order to help process the overwhelming number of requests for road closures for parades, festivals, and other events, it is necessary for District Four Engineering to make our method of accepting and responding to these requests more efficient.

District Four Engineering has developed new guidelines for submitting requests for road closures, parades, festivals, and other events. I have enclosed an information package for you to distribute to the local government/law enforcement entities or any organization in your county which you know might make a request. The package includes the new guidelines, examples of request letters, and an example of an Event Permit form. These letters demonstrate the type of language and the specific information that we now require. A cover letter is also enclosed for you to send out with your packages. All requests are to be sent to you for review to make sure that all of the paperwork is in order, and then forwarded to me at the District Office.

This information needs to be sent out immediately.

FSB:spm
Attachments
File: D4/MNT/FSB



August 11, 2009

RE: Road Closures for Parades, Festivals, and Other Events

Dear:

In order to help process the overwhelming number of requests for road closures for parades, festivals and other events, it is necessary for all parties involved to follow SCDOT District Four Engineering's policy to make our method of accepting and responding to these requests more efficient.

When submitting a road closure request, please send the request to the County Resident Maintenance Engineer. He will then forward the request to the District Four Engineering Office for review. Please include the following documents in your request:

- A written request/event permit from the local authority (city, town, county, etc.)
- A written request from an individual or organization should include the event permit/letter of authorization from the local authority (city, town, county, etc.)
- A letter from a law enforcement authority (police department, sheriff's office, etc.) authorizing the event and taking responsibility for traffic control
- All requests should include the name and number/designation of each road to be closed
- A map and/or specific instructions designating the streets/roads to be closed

Please note that SCDOT does not provide traffic control devices – cones, barricades, barrels, signs, message boards, etc.

The guidelines are enclosed as well as examples of a request letter, an Event Permit form, and a letter of authorization from a law enforcement entity to help you determine the specific type of information that we require.

If you have any questions concerning our new policy, please do not hesitate to contact me.

Sincerely,

Resident Maintenance Engineer

South Carolina Department of Transportation
District Four Engineering

Subject: Road Closures for Parades, Festivals, or Other Events

Due to the overwhelming request for road closures, it is necessary for the SCDOT District Four Engineering to develop the following guidelines:

SCDOT has no objections to municipalities, county governments, state government, or others endorsed by a municipality, county, or state government wishing to hold parades, festivals, or other events that may involve the temporary closing of one or more roads in the state system, provided however, that the parades, festivals, or other events are held in a safe and orderly manner and that motorist and pedestrian safety, as well as adequate traffic movement, is maintained. The following procedures shall be required for such temporary state roadway closures:

1. All requests shall be submitted to the County Resident Maintenance Engineer for review, and then forwarded to the District Engineering Administrator (DEA) who shall be responsible for signing all letters addressing requests for temporary road closures in conjunction with parades, festivals, or other events within the district. If the event affects multiple districts, the request shall be forwarded to the Deputy State Highway Engineer to coordinate and respond on a statewide perspective.
2. The requests shall be in writing and, if not submitted by a local authority (city, town or county government etc.) shall include the local authority's permit or written authorization for the event.
3. All SCDOT responses to requests for such temporary road closures shall clearly state the following:
 - a. Local or other law enforcement agencies that are responsible for and shall provide all necessary traffic control when state roadways are temporarily closed. Necessary traffic control shall include adequate detours for the safe and efficient movement of the traveling public around the closed area. It also includes proper policing and barricading for the event. Local law enforcement agencies will be present to secure the event. The traveling public expects state routes to be open and free of delay. Therefore, correct signs and traffic control devices shall be used to clearly mark the area to minimize inconvenience to thru traffic. SCDOT will not be responsible for traffic control or the notification of the local or other law enforcement responsible for these events.
 - b. The local authority (city, town or county government etc.) shall be responsible to ensure that all traffic control devices, utilized by the local or other law enforcement agencies for the parades, festivals, or other events, shall conform to the Manual on Uniform Traffic Control Devices (MUTCD), latest edition.
 - c. Pavement markings are not allowed unless specifically approved by SCDOT.
 - d. No equipment or structures that would damage the pavement shall be located on the roadway surface, including but not limited to, petroleum products, such as hydraulic fluid, diesel fuel, gasoline, etc., mechanical stabilizers, and anchoring systems.

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Road Closures for Parade, Festivals, or Other Events

August 11, 2009

- e. SCDOT does not recommend parades, festivals, or other events crossing a railroad track. However, if the parade, festival, or other event unavoidably uses a state roadway that crosses a railroad line, the requester and/or local authority is responsible for contacting the railroad company to advise of the event and coordinating any needed precautions to ensure the public's safety.
 - f. SCDOT shall not be held responsible for any personal and/or property damage or injury incident to or arising from these events.
 - g. Access to and the use of curb ramps and other facilities for any person(s) with disabilities shall not be blocked.
4. Temporary state roadway closures for parades, festivals, and other events are considered on a case-by-case basis, using SCDOT engineering judgment. Every request will not necessarily be granted.
 5. The District Engineering Administrator (DEA) or Deputy State Highway Engineer will send copies of the letter responding to the request for temporary state road closures to the South Carolina Department of Public Safety and the SCDOT Resident Maintenance Engineer.
 6. All requests should be submitted as far in advance as possible to allow a reasonable response time. We recommend the request be submitted no less than three weeks prior to the event.

The following is a list of the phone numbers and addresses for the District Four Resident Maintenance Engineers:

Cherokee Maintenance
1868 Old Georgia Highway
Gaffney, South Carolina 29342
864-489-2844

Chester Maintenance
1143 SCDOT Road
Chester, South Carolina 29706
803-377-8101

Chesterfield Maintenance
404 East Boulevard
Chesterfield, South Carolina 29709
843-623-2543

Fairfield Maintenance
1213 Kincaid Bridge Road
Winnsboro, South Carolina 29180
803-635-4222

Lancaster Maintenance
1730 Pageland Highway
Lancaster, South Carolina 29721
803-283-3397

Union Maintenance
1450 Furman Fendley Highway
Union, South Carolina 29379
864-427-3575

York Maintenance
338 Robertson Road West
Rock Hill, South Carolina 29731
803-327-6186/8

*Letter from
EM
Law Enforcement*

*Town of Anywhere
4556 Anywhere Boulevard
Anywhere, South Carolina*

June 16, 2010

Resident Maintenance Engineer
South Carolina Department of Transportation
Post Office Box 9897
Anywhere, South Carolina

Dear Resident Maintenance Engineer:

The Town of Anywhere requests permission to close the following streets from 12:30 P.M. on Thursday, June 1, 2010, through 5:00 P.M. on Sunday, June 4, 2010, for the Summer Fun Festival:

- S-59-32 (Main Street) from S-59-33 (Fox Street) to S-59-34 (Rainbow Avenue)

The Town also requests permission to hold a parade from 10:00 A.M. to 12:30 P.M. on Saturday, June 4, 2010. The parade will proceed from S-59-33 (Fox Street) to S-59-34 (Rainbow Avenue) where it will disband.

The Festival and parade will be held in a safe and orderly manner. Ample protection will be provided for the traveling public, as well as the participants. The Anywhere Police Department will be responsible for and will provide all necessary traffic control while State roadways are temporarily closed as well as providing any necessary signs, cones, or barricades.

A map showing the road closures/parade route is enclosed for your convenience.

Please advise if this closing is possible.

Sincerely,

Mr. John Doe
Mayor of Anywhere

LBS:rjv
Enclosure

*Anywhere County
Sheriff's Office
P.O. Box 2982
Anywhere, USA*

June 16, 2010

Resident Maintenance Engineer
South Carolina Department of Transportation
Post Office Box 1222
Anywhere, South Carolina

RE: ~~Summer Fun Parade~~ *ShuRock*

Dear Resident Maintenance Engineer:

I have received an Event Permit from Mr. John Doe, Chairman of the Anywhere Business Association, who is requesting to close S-59-33 (Main Street) from S-61-33 (Fox Street) to S-63-33 (Rainbow Avenue) on Saturday, August 16, 2010 for the Summer Fun Parade.

Please accept this letter as written authorization for the road closure. Pending approval from the SCDOT, the Anywhere County Sheriff's Office will be present to provide proper policing, all necessary traffic control while the State roadways are temporarily closed, and barricading to secure this event should you allow this closing. Ample protection will be provided for the traveling public, as well as participants.

*Letter
from*

*Anywhere Business Association
4556 Anywhere Boulevard
Anywhere, South Carolina*

June 16, 2010

Resident Maintenance Engineer
South Carolina Department of Transportation
Post Office Box 9897
Anywhere, South Carolina

Dear Resident Maintenance Engineer:

The Anywhere Business Association respectfully requests permission to close streets located within the (City, Town, County) of Anywhere for the following event:

- Saturday, August 16, 2010: To close S-59-32 (Main Street) from S-59-33 (Fox Street) to S-59-34 (Rainbow Avenue) between the hours of 6:00 P.M. and 7:30 P.M. for the Summer Fun Parade.

A (City, Town, County) of Anywhere Event Permit (or local/county authority's written authorization) signed by the (Mayor, City/County Manager, City/Town Administrator, Chairman of the City/ Town, County Council) is enclosed along with a written endorsement by the Police Department (Sheriff's Office) stating that they will be present at this event to provide all necessary traffic control, proper policing, and barricading for this event should you allow this closing.

A map is of the designated parade route is provided.

Sincerely,

Mr. John Doe, Chairman
Anywhere Business Association

**(Town of Anywhere)/Department of Public Safety
Event Permit**

Name of Applicant: _____

Address: _____

Organization: _____

Authorized and Responsible Person(s) in Charge:

Name: _____ Telephone: _____

Name: _____ Telephone: _____

Name: _____ Telephone: _____

Date of Event: _____ Time: _____

Description of Event (If event is a parade, give route of parade)

Approximate Number of Persons Participating: _____

Signature of Applicant: _____ Date _____

Signature of Chief of Police: _____ Date _____