

Town of Preston
105 Backlanding Road
Preston, MD 21655
P: 410-673-7929

Permit # _____
Date : _____

Special Event Permit Application

Application Must Be Submitted 30 Days Prior To Event

Organization:

Address:

Phone:

Email:

Type of Event: ☐ Bicycle ☐ Carnival ☐ Concert ☐ Fair ☐ Festival ☐ Parade ☐ Run/Walk
☐ Sports Tournament ☐ Other _____

Expected Attendance:

Event Name:

Event Address/Location:

Contact:

Phone:

Start Date: _____ End Date: _____
From: ____/____/20__ To: ____/____/20__

Start Time: _____ End Time: _____
From: _____ AM/PM To: _____ AM/PM

Check all that apply: ☐ On private property ☐ On public property ☐ On school property ☐ On-site parking
☐ Food available to public ☐ Alcohol available to public ☐ Public restrooms available ☐ Temporary structures

- Please include a drawing of the property showing the location of parking, any restrooms, any temporary structures, parade or race routes, and any vendor areas.
- If food is available contact Environmental Health at the Caroline County Department of Health for a Temporary Food Service Permit. Please provide us with a copy.
- Are multiple vendors selling/providing food? ☐ Yes ☐ No
If yes, attach a list of the vendors along with their contact information with your application.

Will sidewalks or streets be impacted? ☐ Yes ☐ No If yes, please explain:

In the event of an emergency, is there a public safety operational plan? ☐ Yes ☐ No
If yes, please explain or provide a copy of the plan.

Signature:

Date:

SHA - Special Events Permits Application

<https://www.roads.maryland.gov/OOTS/SHA%20SpecialEventsPermitProcessandInstructions.pdf>

Maryland State Highway Administration

615 Morgnec Road

Chestertown, MD 21620

Telephone: (410)810-3245 Toll Free: (800)637-9740

FAX: (410)778-0851

If needed applicant will provide a copy of SHA Permit

OFFICE STAFF ONLY

_____ Date: _____ Approved _____ Denied _____
President, Town of Preston

_____ Date: _____ Approved _____ Denied _____
Chairperson, Preston Planning and Zoning

_____ Date: _____ Approved _____ Denied _____
Caroline County Sheriff's Office, Preston Police

Comments: