

Town of Chester
203 Middlesex Avenue
Post Office Box 218
Chester Connecticut 06412-0218



facsimile: 860-526-0004
web page: chesterct.com
e-mail: info@chesterct.com

SPECIAL EVENT REGULATIONS AND PROCEDURES

To assist event organizers, both town and private, the following is a listing of items needed for approval. In addition to the legal traffic authority approval of a traffic plan, it is required that the utilization of all signs, pavement markings and other items placed in the highway right of way and the signs used for detours be reviewed for appropriateness by the legal traffic authorities. As a guide, some of the items frequently considered are listed below.

Those requesting use of town roads for events should submit a plan to the legal traffic authority at least three weeks in advance. The legal traffic authorities for the Town of Chester are:

Town roads	Board of Selectmen
State roads	Department of Transportation - District II P.O. Box 1007, Norwich CT 06360

PAINT - Paint shall not be used for Special Event pavement marking. Some have suggested the use of tape to mark event direction. Others have used spray chalk. New products may also work.

SIGNS - Signs to direct event participants should not conflict with signs that the normal traffic sees. Not all events have exclusive use of the road. Bike rides and foot races may only close a shoulder. This puts direction signing for the event and signs for normal traffic in the same line of sight. The event signs need to be recognizable as being just for the event.

DETOURS - Not all events require detours. When required, they should be clearly signed. And after the detour is no longer needed, promptly removed.

BANNERS - All banners that cross state highways require approval by the DOT District Permit Office. Those that cross town roads require separate approval of the Board of Selectmen.

REMOVAL - All event material shall be removed by the organization immediately after the event.

TRAFFIC CONTROL PLAN - The legal traffic authority must approve a traffic control plan. The resident trooper should be contacted for assistance and pre-approval.

Town of Chester
203 Middlesex Avenue
Post Office Box 218
Chester Connecticut 06412-0218



facsimile: 860-526-0004
web page: chesterct.com
e-mail: info@chesterct.com

APPLICATION TO USE TOWN ROAD OR SIDEWALK

Date of Request: _____

Name/Organization: _____

Telephone Number: _____ E-Mail: _____

Street(s) or sidewalk(s) use requested: _____

Date of Event: _____ Rain Date: _____

Time: From: _____ To: _____

EVENT REQUEST:

1. Applicant must sign for, and assume responsibility for barricades and police services.
2. Under no circumstances can the street/sidewalk be blocked off beyond 11:00 PM
3. Permission for blocking the street/sidewalk will be revoked if any complaints are received

BARRICADES

Barricades will be delivered to Applicant, and picked up at the same location

From: _____

To: _____

POLICE

Contact Resident Trooper's office at (860)526-3605

If determined, applicant responsible for all associated costs.

Applicant: _____ Date: _____

TOWN AUTHORIZATIONS

Resident Trooper: _____ Date: _____

Public Works: _____ Date: _____

First Selectman: _____ Date: _____