



Department of Public Works
Town of East Hartford, Connecticut
CTDOT Highway Use Special Event Permits
Local Traffic Authority (LTA) Concurrence

Event organizers who wish to utilize state roads for their special event (parade, road race, bicycle/motorcycle event, etc.) must obtain evidence that the Town's Local Traffic Authority (LTA) supports the use of the roadways involved and agrees with the proposed traffic control plan. To ensure timely responses on LTA concurrence, event organizers must complete the East Hartford Application for LTA Concurrence of Highway Use Permit associated the special event being planned. Please scroll below to find the fillable LTA Form to be completed and forward to Ms. Orzolek. For any additional questions, please call Ms. Orzolek at 860-291-7361 or leave a message at 860-291-7374.

Event organizers shall provide all information requested at the top of the form and shall attach additional information (maps, description of route, schedule, proposed traffic control plan, etc.) as necessary to Mary Orzolek, Public Works Administration at MOrzolek@easthartfordct.gov well in advance of the event who will process its review. The Town's LTA, the Director of Public Works, will evaluate and, if approved, the completed form will be signed and returned to the event organizer for inclusion in their submission to the Connecticut Department of Transportation (CTDOT).

It is the responsibility of the event organizer to obtain LTA concurrence with the proposed event and to make all submissions required to CTDOT to obtain the permit.

Review times depend upon the complexity, scope and the completeness of the application for each event. Applicants are advised to submit their local request well in advance of any CTDOT review period.

Rules pertaining to CTDOT's Special Event may be found via the following link:

<http://www.ct.gov/dot/cwp/view.asp?A=1394&Q=259556>

**Application for LTA Concurrence of Highway Use Permit associated with
Motorcycle / Bicycle and other events.**

Information to be provided by the applicant (attached additional sheets as necessary):

Name of Event	
Name of Applicant	
Contact information	
Telephone number	
Alternate telephone number	
Email address	
Date of event	
Type of event: <input type="checkbox"/> Motorcycle Run <input type="checkbox"/> Bicycle Event <input type="checkbox"/> Walking Event <input type="checkbox"/> Other (describe)	
Number of participants	
Time / start	
Time / end	
Location – start	
Location – end	
Route: Provide a description of the proposed route and a map depicting the route of the event; attached additional sheets as necessary.	
Number of uniformed police escorts	
Number of support vehicles	
Detail description of support services provided by the support vehicles	
<i>Provide any additional information to describe the event and traffic control measures to be utilized, attach additional sheets as necessary</i>	

Signature of applicant: _____

Name of event organizer (if different from above): _____

Signature of event organizer: _____

For office use only:

Impact to local road program:

Impact to any known state DOT activities:

Impact to maintenance activities:

- ☐ LTA concurrence is DENIED
- ☐ Additional information is required
- ☐ LTA concurrence is Approved with conditions

Conditions of approval – check all that apply:

- ☐ Amusement permit may be required by the East Hartford Police Department for activities taking place at the start / end location; contact the East Hartford Police Department for additional information
- ☐ All bicyclists shall wear helmets.

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- ☐ Bicyclists shall ride single file and remain so throughout the event as it proceeds through the Town of East Hartford.
- ☐ The event organizer shall coordinate with the East Hartford Police Department for possible traffic control at major intersections.
- ☐ Bicyclists for this event shall be experience riders – no minors.
- ☐ LTA concurrence is recommended based on information previously submitted by the event organizer. Any changes to the event schedule or route shall be immediately reported to the Town for further consideration.
- ☐ LTA concurrence is recommended and is based on information provided by the event organizers. If such information proves to be incomplete, false or inaccurate this recommendation may be modified, suspended or revoked.
- ☐ The bicyclists shall travel throughout the course as one group.
- ☐ The event must be escorted by state or local police and all escort requirements will be determined at the discretion of the state / local police.
- ☐ In the interest of public safety, state and local police may stop the event, alter the event route, limit the participants and/or exclude any participants.
- ☐ The applicant shall coordinate with the East Hartford Police Department to provide safe passage through major, signalized intersections along Main Street and Ellington Road (Routes 5 and 30).
- ☐ Participants shall obey all traffic laws and conduct themselves in an appropriate manner while traveling through town.
- ☐ Support vehicles shall obey all traffic laws.
- ☐ The applicant shall immediately inform the Legal Traffic Authority of any changes to the event or the route.
- ☐ A separate local road closure permit is required. Bring a completed application form and insurance certificate to the Engineering Division, lower level of Town Hall, 740 Main Street, East Hartford.
- ☐ A separate traffic control plan will be required for review and approval.
- ☐ Other:

Recommendation by:

Name	Date
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Concurrence of the Legal Traffic Authority:

Signature	Date
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