



# SOLICITATION PERMIT

## FIRST RESPONDER ORGANIZATION

For solicitation permit requirements and conditions, refer to pages 3, 5, 6, 7.

### APPLICANT CONTACT INFORMATION

Contact Name:				Title:	
Organization:					
Street Address:				Phone:	
City:	State:	Zip Code:	Email:		

### EVENT INFORMATION

1. Organization: .....  Volunteer Fire, Rescue, or Emergency Medical Services  Law Enforcement

2. Event description:

3. Date of event: .....  
Time of event: .....

<u>Multiple dates and times (attach additional sheet if necessary):</u>  <u>Note: Permits shall only be granted for event dates within one calendar year.</u>	Date of event .....			
	Time of event .....	From:	To:	Duration:
	Date of event .....			
	Time of event .....	From:	To:	Duration:
	Date of event .....			
	Time of event .....	From:	To:	Duration:

4. County:

5. Municipality:

6. Type of controlled-intersection: .....  Traffic Signal  Stop-Sign

7. List all of the roads approaching the controlled-intersection (Attach additional sheet if necessary):

Type of Road:	Route Number:	Road Name:	Speed Limit	Number of Lanes:
<input type="checkbox"/> State Road <input type="checkbox"/> Local Road				
<input type="checkbox"/> State Road <input type="checkbox"/> Local Road				
<input type="checkbox"/> State Road <input type="checkbox"/> Local Road				
<input type="checkbox"/> State Road <input type="checkbox"/> Local Road				
<input type="checkbox"/> State Road <input type="checkbox"/> Local Road				

8. Number of participants involved in the event: .....

9. Are all participants at least 16 years of age .....  Yes  No

# APPLICANT CERTIFICATION, PERMIT CONDITIONS, & SIGNATURES

The applicant shall have workers' compensation insurance acceptable to the municipality.

The applicant shall be responsible for the safety of the event participants and the traveling public. Temporary traffic control shall be installed in accordance with pages 5-7 of the permit form.

The applicant shall ensure participants have access to first aid/emergency medical services.

The Department reserves the right to revoke or modify the permit at any time if concerns are raised due to public safety or traffic operations issues.

Permits are only valid for one calendar year and all event dates must be listed on the permit application.

I have read, understand, and agree to the above terms and conditions.

I attest that all information in the event permit application is accurate to the best of my knowledge.

## APPLICANT

Contact Name:

Title of Contact:

Contact Signature:

Date:

## MUNICIPALITY

Approved

Returned for modifications

Disapproved

Remarks:

Authorized Municipal Representative (Print):

Authorized Municipal Representative (Signature):

Date:

## PENNSYLVANIA DEPARTMENT OF TRANSPORTATION

Approved

Returned for modifications

Disapproved

Remarks:

District Traffic Engineer (Print):

District Traffic Engineer (Signature):

Date:

# CHECKLIST

## APPLICANT

The Applicant shall:

- Review 35 Pa C.S. 7714 and ensure the solicitation event is:
  - Conducted by a First Responder Organization.
  - Occurs at a controlled-intersection approach containing a stop sign or a traffic signal.
- Review Pennsylvania Department of Transportation Publication 213: Temporary Traffic Control
- Provide required temporary traffic control for the event. For guidance, refer to sample drawings and requirements provided on pages 5-7 of this application permit form.
- Complete TE-122: Solicitation Permit: First Responder Organization (Submit Pages 1, 2, and 3).  
NOTE: Application becomes permit once reviewed and signed by the Pennsylvania Department of Transportation.
- Provide a map detailing event intersection. Map shall include:
  - Roads approaching intersection (road names, number of lanes, stop sign, traffic signal, etc.).
  - Position of all event participants on controlled-intersection approach.
  - Temporary traffic control installed in accordance with sample drawings and requirements included with this permit form.
- Provide all participants in the event with ANSI Class 2 or 3 safety garments.
- Ensure all participants in the event are at least 16 years of age.
- Provide trained first aid staff and equipment/supplies.
- Submit the permit application and the required documents to the Municipality for approval at least six (6) weeks prior to the date of the event.

## MUNICIPALITY

The Municipality shall:

- Review solicitation permit application and map.
- If applicable, modify the permit application based on established municipal limitations. All modifications shall have municipal authority initials.
- Approve, return for modifications, or disapprove permit application.
- If approved, submit permit application along with the required documents to the appropriate Pennsylvania Department of Transportation District Engineering Office (See Page 4) for final approval at least four (4) weeks prior to the date of the event. Notify the applicant that the permit application and required documents have been forwarded to the Department.

## PENNSYLVANIA DEPARTMENT OF TRANSPORTATION

The Pennsylvania Department of Transportation shall:

- Review solicitation permit application and map.
- Complete the following engineering and traffic study elements as defined in the appendix of Publication 212: (1) Crash Analysis, (8) Geometric Review, (10) Past Experience.
- If applicable, recommend modifications to the permit application and required documents.
- Approve, return for modifications, or disapprove permit application.
- Return the approved, modified, or disapproved permit application along with the required documents to the applicant at least two (2) weeks prior to the date of the event. Once approved, forward a copy of the signed permit application along with the required documents to the municipality.

**PENNSYLVANIA DEPARTMENT OF TRANSPORTATION DISTRICT ENGINEERING OFFICES**

Click on District to visit website (e.g. "District 1-0")

**District 1-0**

**Address:** 255 Elm Street, P.O. Box 398, Oil City, PA 16301-0398

**Phone:** 814.678.7154

**Counties:** Crawford, Erie, Forest, Mercer, Venango, Warren

**District 2-0**

**Address:** 70 PennDOT Drive, P.O. Box 342, Clearfield, PA 16830-0342

**Phone:** 814.765.0400

**Counties:** Cameron, Centre, Clearfield, Clinton, Elk, Juniata, McKean, Mifflin, Potter

**District 3-0**

**Address:** 715 Jordan Avenue, P.O. Box 218, Montoursville, PA 17754-0218

**Phone:** 570.368.8686

**Counties:** Bradford, Columbia, Lycoming, Montour, Northumberland, Snyder, Sullivan, Tioga, Union

**District 4-0**

**Address:** 55 Keystone Industrial Park, Dunmore, PA 18512

**Phone:** 570.963.4061

**Counties:** Lackawanna, Luzerne, Pike, Susquehanna, Wayne, Wyoming

**District 5-0**

**Address:** 1002 Hamilton Street, Allentown, PA 18101

**Phone:** 610.871.4100

**Counties:** Berks, Carbon, Lehigh, Monroe, Northampton, Schuylkill

**District 6-0**

**Address:** 7000 Geerdes Boulevard, King of Prussia, PA 19406-1525

**Phone:** 610.205.6700

**Counties:** Bucks, Chester, Delaware, Montgomery, Philadelphia

**District 8-0**

**Address:** 2140 Herr Street, Harrisburg, PA 17103-1699

**Phone:** 717.787.6653

**Counties:** Adams, Cumberland, Dauphin, Franklin, Lancaster, Lebanon, Perry, York

**District 9-0**

**Address:** 1620 North Juniata Street, Hollidaysburg, PA 16648

**Phone:** 814.696.7250

**Counties:** Bedford, Blair, Cambia, Fulton, Huntingdon, Somerset

**District 10-0**

**Address:** 2550 Oakland Avenue, P.O. Box 429, Indiana, PA 15701-0429

**Phone:** 724.357.2800

**Counties:** Armstrong, Butler, Clarion, Indiana, Jefferson

**District 11-0**

**Address:** 45 Thoms Run Road, Bridgeville, PA 15017

**Phone:** 412.429.5000

**Counties:** Allegheny, Beaver, Lawrence

**District 12-0**

**Address:** 825 North Gallatin Avenue Ext., P.O. Box 459, Uniontown, PA 15401-2105 **Phone:** 724.439.7315

**Counties:** Fayette, Greene, Washington, Westmoreland

**SOLICITATION EVENT BY FIRST RESPONDER ORGANIZATION - NOTES**

1. Solicitation events by first responder organizations should only occur on roads with a speed limit of 35 mph or less.
2. Event participants are prohibited from entering roadway and are limited to the shoulder/sidewalk (hatched area) as designated on the drawing. Refer to page 6.
3. Event participants shall not establish an event collection area on divisional islands, channelized intersections, medians that do not meet the required width, or on an approach to a yield sign. Refer to page 7.
4. Temporary traffic control devices are required on the approach to a controlled-intersection where event participants are present.
5. The shoulder taper (1/3L) shall consist of a minimum of 6 equally spaced channelizing devices. The taper is only required if the shoulder is a minimum of 8 feet and paved.
6. The solicitation event shall only be conducted during daylight hours when no adverse road conditions such as snow or ice exist.
7. The solicitation event shall only be conducted at locations that will not affect access ramps to/from limited-access highway.
8. The solicitation event shall only be conducted when there is no roadway construction in the vicinity which would be impacted by the event.
9. Signs shall be 36" x 36".
10. PennDOT's District Traffic Unit may approve alternate solicitation event signs to be used in lieu of the Fundraiser Event Ahead (W25-103) sign.
11. Refer to PennDOT Publication 213: PATA 010 for sign mounting and placement.
12. Refer to PennDOT Publication 213: PATA 011 for channelizing device details.

***Signs***



W25-103



W3-4

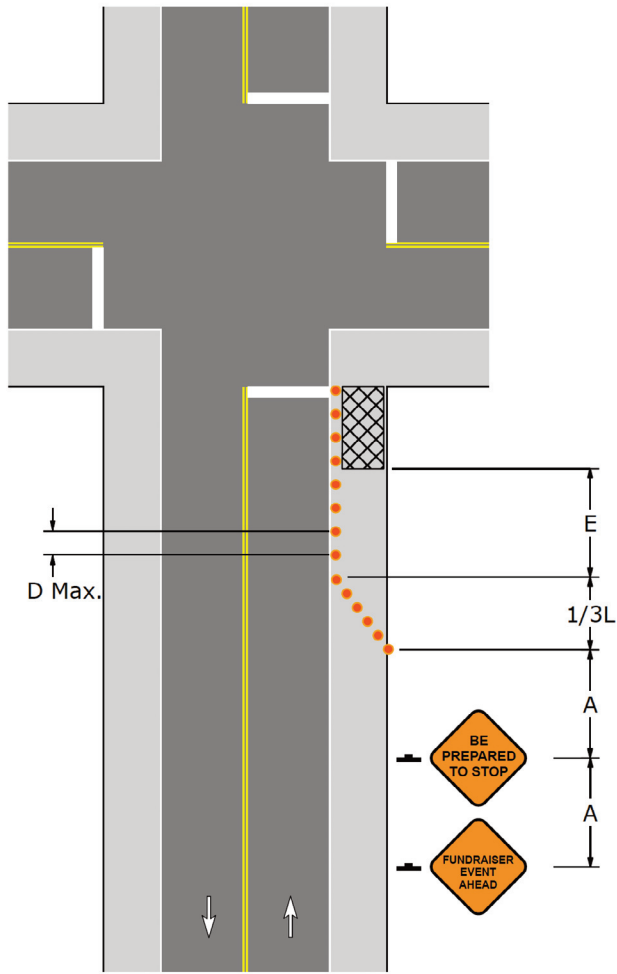
***Sign Spacing Chart***

Condition	Distance
	A Feet
Urban	100
Rural	500

***Distance and Spacing Quick Reference Chart***

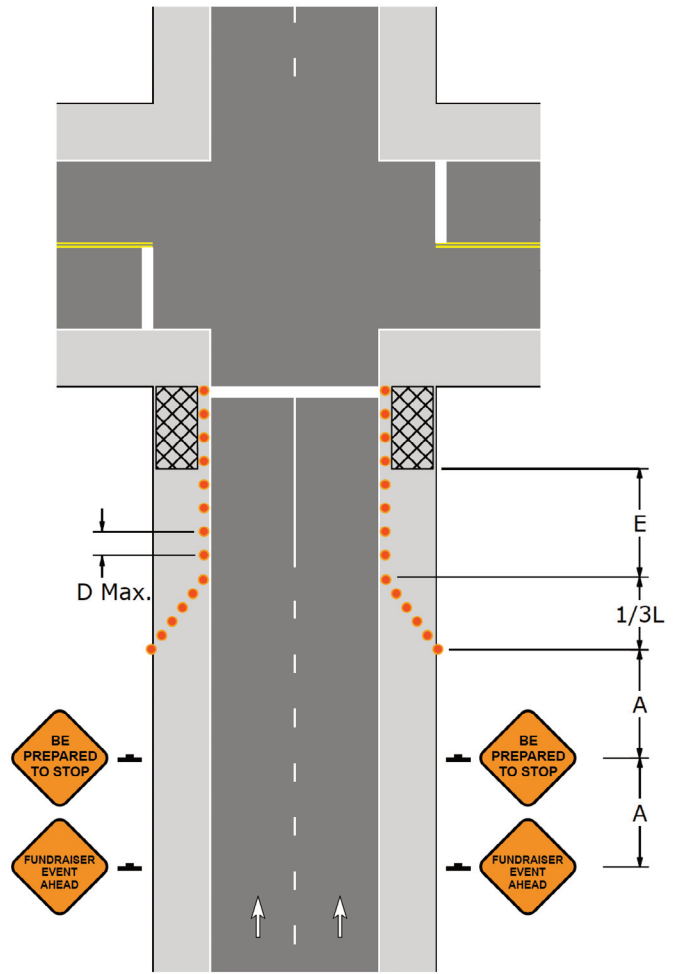
Speed	1/3L	D	E
MPH	Feet	Feet	Feet
25	45	50	155
30	60	60	200
35	85	70	250

**SOLICITATION EVENT BY FIRST RESPONDER ORGANIZATION - DESIGNATED AREAS**



Two-Way Road

Event Area On Right Side  
Of Road

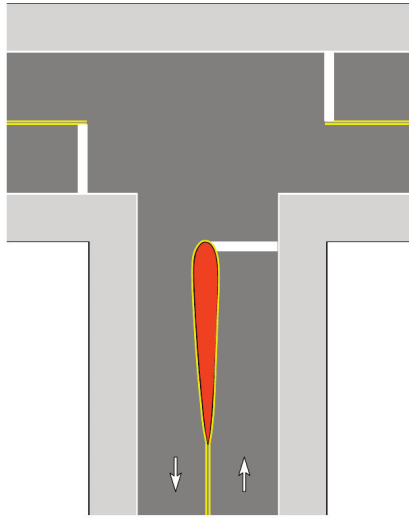


One-Way Road

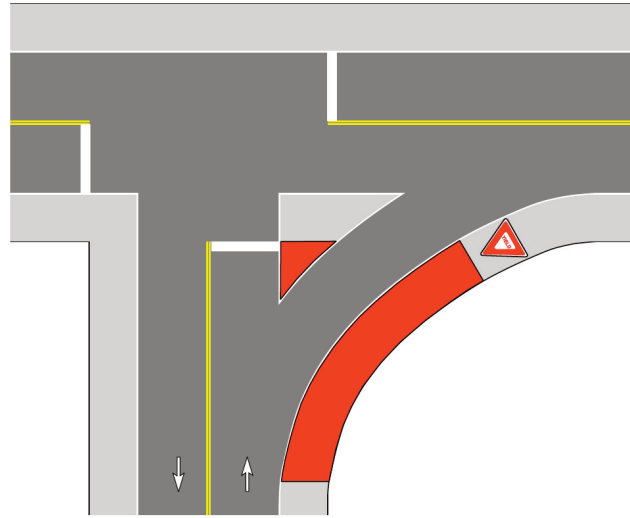
Event Area On Right and/or  
Left Side Of Road

## **SOLICITATION EVENT BY FIRST RESPONDER ORGANIZATION - PROHIBITED AREAS**

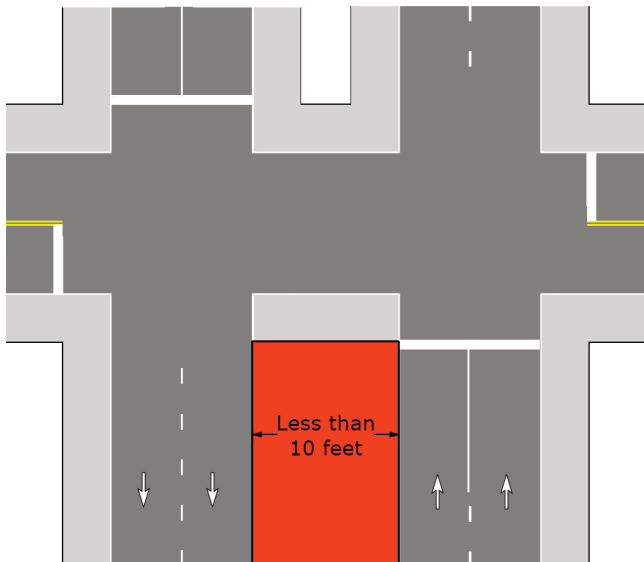
The following designated areas (red) are prohibited for event collection on the approach to a controlled-intersection.



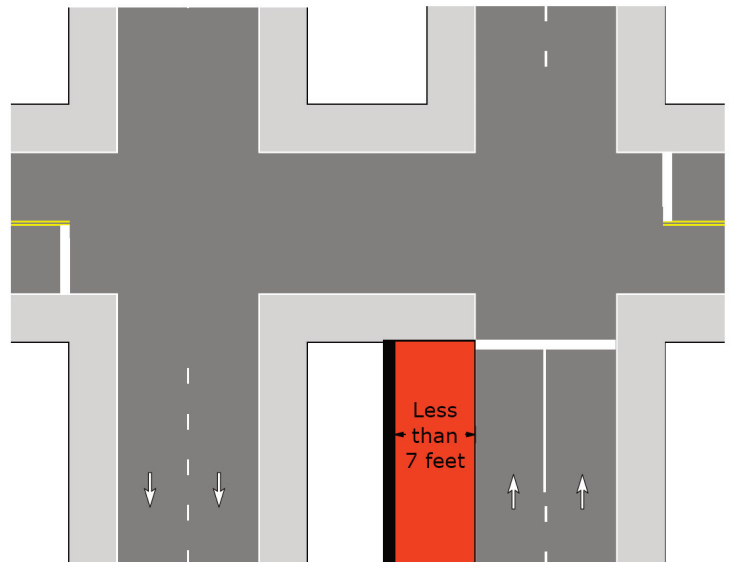
Divisional Island



Channelized Intersection



Median  
(Without Divider)



Median  
(With Divider)