MARYLAND DEPARTMENT OF TRANSPORTATION

STATE HIGHWAY ADMINISTRATION

GUIDELINES FOR AUTOMATED SPEED ENFORCEMENT SYSTEMS IN SCHOOL ZONES

SAFER SPEEDS
SAFER SCHOOLS

AN INTEGRATED APPROACH TO CHANGING DRIVER BEHAVIOR IN SCHOOL ZONES

REVISED OCTOBER 2018

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I. INTRODUCTION

One of the major contributing factors in crashes, deaths and injuries on Maryland's roadways is motorists driving too fast for conditions. Engineering, enforcement, and educational speed management techniques must be integrated and coordinated to effectively manage vehicle speeds. Automated Speed Enforcement (ASE) systems are one of a wide range of measures that are effective at reducing vehicle speeds and crashes when used correctly and in the appropriate circumstances.

This document contains guidance for ASE systems in school zones, focusing on site identification and selection; requirements for materials, design, installation, and maintenance; and, key program components. Local jurisdictions shall adhere to these guidelines for ASE systems that provide enforcement on Maryland Department of Transportation State Highway Administration (MDOT SHA) highways. Requirements for applying to MDOT SHA for approval of an ASE system that provides enforcement on a state highway are outlined in Section V and Attachment A. For additional information on establishing and signing a school zone along a MDOT SHA highway, refer to MDOT SHA's "Guidelines for School Zones and School Areas along State Highways." This document can be obtained from the Office of Traffic and Safety, Traffic Development and Support Division (TDSD).

All local jurisdictions are encouraged to adopt these guidelines for application on their own roads to improve the consistency and credibility of ASE programs statewide. Maryland law, which allows the use of ASE systems in designated school zones, contains additional standards and procedures regarding ASE systems.

A. What is an Automated Speed Enforcement (ASE) System?

An automated speed enforcement (ASE) system is an enforcement technique with one or more motor vehicle sensors producing recorded images of motor vehicles traveling at speeds above a defined threshold. Images captured by the ASE system are processed and reviewed in an office environment and violation notices are mailed to the registered owner of the identified vehicle.

B. Legal Authority

Transportation Article § 21–809 of the Maryland Annotated Code, effective October 1, 2009, authorizes local jurisdictions and municipalities to use automated speed enforcement (ASE) systems in school zones. A local jurisdiction must first pass a local law authorizing the use of automated speed enforcement systems prior to using them on roadways in their jurisdiction. Jurisdictions shall provide reasonable public notice and hold a public hearing prior to passing this local law.

Additionally, local jurisdictions shall obtain the approval of MDOT SHA prior to using an ASE system along a state highway.

C. School Zone ASE Program Goals

The fundamental objectives underlying the use of ASE systems in school zones are to increase driver awareness of speed-related crashes and to encourage a change in driver behavior. To achieve these objectives, ASE programs should take an integrated 3-E (Engineering, Education and Enforcement) approach to speed management in school zones.

Working in partnership with their stakeholders, local jurisdictions should strive to implement a program that follows these principles and guidelines:

- Speed-related safety problems will be clearly identified and effectively communicated to the public.
- ASE sites will be publicized, signed and visible to road users.
- ASE sites will fulfill a bona-fide safety need and be warranted on the basis of supporting data.
- To ensure a fair speed enforcement program, ASE sites will only be installed after careful consideration and study of the safety issues and not for the purpose of raising revenues.
- The effectiveness of the program will be determined through continuous, ongoing evaluations. Refer to Section IV.B, “Site and Program Evaluation”, for additional information on ASE site and program evaluations.

II. ASE USE IN SCHOOL ZONES

Automated speed enforcement (ASE) systems have proved to be effective at reducing vehicle speeds and crashes when used correctly and in the appropriate circumstances. On this basis, the proper use of ASE systems in designated school zones is anticipated to enhance the safety of these areas.

Maryland law permits the installation of ASE systems in school zones established by official action of the authority having jurisdiction over the roadway and designated by appropriate signing. In addition to identifying potential ASE locations in existing school zones, determining other eligible locations within school areas that should be designated as school zones is important. The feasibility and practicality of installing or placing ASE systems within school zones should receive careful consideration.

Equipment Location. When selecting a location for an ASE unit on a state-maintained highway, the following guidelines are to be used:

- ***The ASE system shall be located in a designated school zone*** (refer to "What is a School Zone?" on the following pages).
- Portable or permanently-mounted ASE systems shall not adversely affect pedestrian and bicycle movements/facilities.
- Portable ASE systems shall be installed beyond the paved shoulder and should be on the right-hand side of the roadway. Alternate locations shall be reviewed and approved by MDOT SHA.
- If applicable, portable ASE systems shall be delineated in accordance with MDOT SHA standards, guidelines or practices.
- All installations shall comply with requirements in the American's with Disabilities Act (ADA).
- Sites should not be established within a speed transition zone.
- Sites should not be established near traffic signals, stop signs, yield signs or freeway ramps.
- Sites should not be established near curves with advisory speeds.
- Sites should not be established where the operation is a hazard to the camera operator or traveling public.
- Sites should not be established where foreground or background objects will adversely affect the ASE camera operation.
- Sites should be visible (e.g., not located on, before, or after a horizontal or vertical curve or obscured behind bridges, signs, or trees).
- Sites should be on level roadway (e.g., not located on a significant down-grade).
- Sites should not cause any impediment to the free flow of traffic.
- Sites should be safe for motorists, bicyclists, and pedestrians, as well as for the ASE vehicle and its operator.
- Mobile ASE vehicles should be positioned parallel to the road with the vehicle oriented in the same direction of travel as the adjacent travel lane.

What is a School Zone?

School Zones do not automatically exist around schools nor are they created simply by the installation of School or School Crossing signs. School Zones must be established by definitive, official action by the authority having jurisdiction over the highway and designated by the appropriate signs. The Maryland Department of Transportation State Highway Administration (MDOT SHA) has the authority to designate School Zones on state roads. Local jurisdictions have the authority to designate School Zones on their roads.

Definitions. Per the Maryland Annotated Code, School Zones can only be established within a ½ mile radius of a school. ***However, not every road segment within a ½ mile radius of a school should be a School Zone.*** Roads within a ½ mile radius of a school are typically considered to be in the "School Area", with only certain segments of roads near the school being designated as "School Zones". The following definitions have been adopted by SHA:

- A **"School"** is an accredited public, parochial, or private teaching institution for one or more grades Kindergarten through 12.
- A ***"School Area"*** is the area surrounding, and within one-half mile of, a school building or property and within which motor vehicle, pedestrian or bicycle traffic is substantially generated or influenced by the school.
- A ***"School Zone"*** is a designated roadway segment within up to a half-mile radius of school buildings or grounds, along which school related activities occur, and/or along which there is a school crossing.

- "**Designated"** means that the School Zone (1) is established by official action by the entity that owns the highway containing the segment; and (2) is appropriately signed in conformance with the MdMUTCD and guidance issued by MDOT SHA.
- **"School buildings or grounds"** mean school property that school children routinely enter directly from the subject road segment.
- **"School related activities"** include school children traveling to or from school on foot or by bicycle; school buses and other vehicles entering or leaving school property that create operational challenges for normal traffic flow (e.g., vehicles or buses queuing from the school driveway onto the state roadway or school children being dropped off or picked up along the state roadway); and, combinations thereof that create an unusual risk of injury to school children.

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What is a School Zone?

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Designating a School Zone on a State Highway. Along MDOT SHA highways, a School Zone is established by Memorandum of Action (MOA), which can cover single or multiple School Zones. MDOT SHA District Offices are responsible for initiating the MOA to establish a School Zone at any school. A School Zone becomes official when the required signs have been installed.

Criteria for Establishing a School Zone. The establishment of a School Zone shall be based upon a traffic engineering study. The following are general criteria for use in determining where School Zones should and should not be established.

Where all of the following conditions exist, a School Zone is recommended:

- The roadway directly abuts the school buildings or grounds within the limits of the proposed School Zone.
- School children have direct access to the highway from the school buildings or grounds.
- The school is an accredited elementary, middle or other pre-secondary school.
- A minimum of 20 children walk or bicycle to or from the school.

Where any of the following conditions exist at an accredited elementary, middle or pre-secondary school, a School Zone may be established:

- There is at least one marked school crosswalk on the roadway segment directly abutting school grounds that is not protected by a signal or stop sign.
- The speed limit approaching and passing the school has been lowered only during certain hours as justified by a traffic engineering study that documented the need for a reduced school speed zone due to school pedestrian and/or vehicle traffic.
- The school and school related facilities (e.g., classrooms, cafeteria, gymnasium, playground, athletic fields, and parking lots) are separated by the roadway and require children to cross the roadway on foot to access the facilities.

In general, School Zones should not be established without further justification when the following conditions exist:

- The school is a public or private high school.
- The marked school crosswalk is at a signalized intersection or stop sign.
- The marked school crosswalk is on a roadway segment this is not directly adjacent to the school grounds.
- The school activity occurs along a roadway segment not directly adjacent to the school building or grounds.
- The school has no walking students. The District should verify whether children are walking or biking to school. Some children will prefer walking or biking to school even when buses are available.
- Children are not required to cross the street on foot within the limits of the proposed School Zone and sidewalks are provided.
- The abutting school property is fenced and school children do not have access to the highway.

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What is a School Zone?

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The aforementioned criteria and guidance does not replace engineering judgment and cannot account for all potential scenarios that may justify designating a School Zone. As such, a School Zone may be established at a school not covered by the aforementioned guidance if supported by a traffic engineering study.

Traffic Engineering Study. A traffic engineering study is a documented analysis and evaluation of site specific information, including the application of appropriate engineering principles and standards. Considerations in the traffic engineering study for School Zones should include, but are not limited to:

- The numbers and ages of school children walking or biking along the road and whether travel is along a designated school walk route;
- The distances these children travel along the road;
- The presence and conditions of sidewalks along the road;
- The volumes, speeds, and movements of motor vehicle traffic;
- The widths of, and the volumes and movements of motor vehicle traffic using, roads that the children cross;
- Time between gaps and pedestrian crossing demand per gap;
- The traffic control devices along the road and/or at the crossing/intersection;
- Crash history;
- The presence of school crossing guards and/or other adult crossing supervision at the crossing;
- Sight distances and other road design characteristics;
- Development adjacent to the road;
- On-street parking;
- Children drop-off and pick-up areas and practices, including on-street parking controls and off-street parking facilities and their use;
- The numbers and movements of school buses;
- Setback of the school from the road;
- Space and/or physical barriers between the road and on-school grounds play/activity areas;
- Input and participation by the school district, traffic safety committees, or other community representatives; and,
- Other considerations that affect school child safety.

Fines for Speeding in School Zones. Fines for speeding are doubled within a school zone when signs to that effect are installed. However, the use of automated speed enforcement (ASE) in a school zone negates the double fines provision for citations issued by that ASE system. The civil penalty issued by an automated speed enforcement system for exceeding the speed limit by 12 mph or more shall not exceed $40.

Length of a School Zone. Except in unusual circumstances and as justified by a traffic engineering study, a school zone adjacent to a school should not exceed 1320 feet (1/4 mile). A School Zone adjacent to a school should not exceed 500 feet (or the distance appropriate sign spacing dictates) approaching or beyond the school or the school activity. Where that activity is a school crossing only, the school zone typically should end a short distance beyond the crossing.

III. MATERIALS, DESIGN, INSTALLATION, AND MAINTENANCE REQUIREMENTS

When it is determined that an automated speed enforcement (ASE) system will be used, plans for deployment of the ASE system should be developed. This section contains requirements for ASE system materials, designs, installation and maintenance. Prior to approving the installation of ASE systems on state-maintained roads, the local agency shall certify that the ASE equipment meets the requirements of state law. The MDOT SHA shall approve all ASE locations along state roadways prior to granting permission for ASE activities.

A. Material and Equipment Requirements

All materials, such as concrete for foundations, poles, pull boxes, conduit, cable, cabinets, etc., shall conform to state and local standards, specifications, and all other applicable codes as required by the authority having jurisdiction over the highway.

For ASE system placement on state-maintained roads:

- All equipment placed within the clear zone shall be breakaway or protected by traffic barrier.
- All detection devices and camera systems shall be non-intrusive.
- The MDOT SHA reserves the right to reject the use of any portable system on state-maintained roads.

B. Equipment Placement

In addition to the requirements for equipment location provided in Section II, “ASE Use in School Zones”, the following guidelines should be followed for portable ASE units and mobile ASE vehicles.

Portable ASE Units. Consideration should be given to securing portable ASE units to prevent unauthorized relocation or vandalism of the device. Portable ASE units, such as trailer-mounted systems, shall be installed beyond the paved shoulder on the right-hand side of the highway and shall be delineated in accordance with MDOT SHA standards. If the portable ASE unit cannot be placed according to this requirement, an alternate location shall be submitted to MDOT SHA for review and approval. Additionally, some portable ASE units may require appropriate shielding (e.g., behind barrier, guardrail, cones, drums, etc.). Portable ASE units and shielding shall be removed when no longer needed. MDOT SHA will have final approval over the location and shielding of portable ASE units.

Mobile ASE Vehicles. Operators of mobile ASE vehicles monitoring MDOT SHA roads should consider positioning the vehicle in a pre-marked location on the highway. This location can be pre-marked using pavement markings, curb markings, tubular markers or similar (as determined by each District). Jurisdictions may want to consider marking ASE site identification numbers at each site for operator convenience. When pre-marking a location, it shall be performed in a way that does not conflict with existing pavement markings or the Maryland Manual on Uniform Traffic Control Devices (MdMUTCD).

C. Signing Plan

A signing plan that covers the limits of the school zone and shows all existing and proposed signs within those limits shall be developed at a suitable scale. Signing that identifies the roadway segment as a school zone, displays the posted speed limit, and provides notice of the presence of ASE systems is required. Signing shall conform to MDOT SHA guidance and specifications.

D. Utility Coordination

The local jurisdiction is responsible for any necessary coordination with local utility companies to obtain communications and power for the ASE systems.

E. Permit/Approval for ASE Systems on State Rights of Way

A permit shall be obtained from the appropriate State Highway Administration District Office before placing ASE equipment along a state highway. Permits are required for all types of ASE systems, including stationary units, portable units and mobile vehicles. The ASE Permit Application and contact information for each District Office is included in Attachment A.

F. ASE System Placement, Relocation, Calibration, and Maintenance

For all ASE systems (stationary, portable and mobile) providing enforcement on state highways, the local jurisdiction, or their representative, shall notify the MDOT SHA District Office prior to the initial placement of each ASE system at a "permit" site and of their intent to relocate or perform any subsequent maintenance on these devices.

- ***Initial Placement*** – Proper notification for the initial placement of the ASE system includes the submission of the ASE Permit Application to the appropriate District Office and subsequent approval of the permit. Lane closure permits shall be submitted, as needed.
- ***Relocation –*** ASE equipment may be relocated to any previously approved ("permit") location without obtaining a new ASE Permit. If the proposed location has not yet been approved by MDOT SHA, an ASE Permit Application shall be submitted to and approved by the appropriate District Office. Proper notification for relocating an ASE system includes the submission of a District Utility Permit Application to the appropriate District Office for approval. Lane closure permits shall be submitted, as needed.
- ***Maintenance –*** Proper notification for performing maintenance on an ASE system includes the submission of a District Utility Permit Application to the appropriate District Office for approval. Lane closure permits shall be submitted, as needed.
- ***Lane Closure Permit –*** If the initial placement, relocation or maintenance of an ASE system requires temporary closures to the shoulder or the adjacent travelway, a lane closure permit request shall be submitted to the District Office for approval.

All permit application forms can be obtained from the appropriate MDOT SHA District Office contact listed in Attachment A. All costs associated with the installation and operation of the ASE systems will be the responsibility of the local jurisdiction or ASE contractor.

Per Maryland Law, the ASE system operator shall, on a daily basis, successfully perform the manufacturer-specified self-test of each ASE system prior to producing a recorded image. To document this test, a daily set-up log for each ASE system shall be filled out, signed and kept on file. In addition, all

ASE systems shall undergo annual calibration checks performed by an independent calibration laboratory. A certificate of calibration, issued by the independent calibration laboratory, shall be kept on file.

The local jurisdiction is responsible for the operation and maintenance of ASE system as long as it is in place. Proper configurations, focus, computer equipment, and flash and image capture processes for the equipment should be checked according to state or local law, established standards, and manufacturer's specifications. The local jurisdiction shall keep maintenance and calibration reports for all repairs, modification, and changes to the ASE system as evidence of system accuracy and integrity.

IV. KEY PROGRAM COMPONENTS

A. Public Outreach

Educating and communicating information to the public regarding speeds, crashes, and speed enforcement measures in school zones is critical. Appropriate media and communications campaigns can help the public understand the basis for speed limits and the consequences of driving too fast for conditions. Educating the public on speed enforcement programs helps drivers understand what they may expect from the program. A good communications program in support of the automated speed enforcement (ASE) program will:

- Identify the types of behavior that are targeted by the ASE systems.
- Encourage community awareness and involvement.
- Make traffic safety an integral part of the program.
- Increase awareness of the dangers of crashes associated with driving too fast for conditions.
- Use the appropriate data to correlate automated speed enforcement with reduction of speeds, crashes, and injuries.
- Use various channels of communication to inform the public, such as websites, newspapers, radio, brochures, workshops, annual evaluations and reports, newsletters, paid media spots, local association meetings, etc.
- Promote transparency.

As required by Transportation Article § 21–809 of the Maryland Annotated Code, notice of the location of all unmanned stationary ASE systems shall be published on the local jurisdiction's website and in a newspaper of general circulation in the jurisdiction.

Community Involvement. It is important to maintain open lines of communication with the local community and to encourage their awareness of and involvement in this program. Most communities have concerned citizens or civic leaders who are interested and willing to get involved in speed enforcement programs. Citizens, whether through organized citizen advisory boards or otherwise, are valuable resources for the site selection and review process.

In general, residents should be informed about speed-related concerns and speed enforcement efforts through community meetings, websites, or local newsletters. By providing information on how ASE sites are selected and showing that the enforcement is driven by data, rather than revenue, public support for ASE systems is likely to increase.

B. Site and Program Evaluation

Implementation of the ASE program must be augmented with a continuous ongoing evaluation program to monitor and determine its effectiveness, and to maintain the credibility of the program. Results of these evaluations should identify the successes and limitations of the program and thus aid in future decision making. Evaluations should include any form of data deemed necessary to provide insight into the effectiveness of each site and the overall program, including, but not limited to:

1) A description of the locations where and when automated speed enforcement systems were used

2) Number of citations
    a. The number of violations recorded at each location in the aggregate and on a monthly basis
    b. The total number of citations issued
    c. The ratio of citations issued to violations captured
    d. The total number of citations paid
    e. The total number of citations taken to trial
    f. The total number of citations overturned by courts
3) Maintenance records and repairs
4) Before and after crash data
5) Before and after speed data
6) Citizen's feedback/comments

Each local jurisdiction should develop a written Evaluation Plan to ensure that before-after studies are a priority of this program.

Report to MDOT SHA. Local jurisdictions with ASE systems on state highways shall develop a written Evaluation Plan that details how before-after studies will be performed. The local jurisdiction shall provide annual reports to MDOT SHA for the preceding fiscal year on the ASE systems on state highways within their jurisdiction. The reports should be sent to the appropriate MDOT SHA District Office by October 1st of each year. The MDOT SHA reserves the right to use this data regarding the effectiveness and continued use of the ASE systems for planning activities and other uses. MDOT SHA reserves the right to rescind the ASE permit(s) if this report is not received by October 1st.

C. Impacts to ASE System Equipment and Signs

MDOT SHA will notify the local jurisdiction if any of the ASE system equipment or signs will be impacted by a MDOT SHA construction project. The local jurisdiction will be responsible for removing and reinstalling the ASE equipment and signs that will be impacted by the construction. All labor and costs associated with removing and/or reinstalling all ASE equipment and signs will be the responsibility of the local jurisdiction. Prior to re-installing any ASE equipment and signs the local jurisdiction must re-submit their permit application to the appropriate MDOT SHA District Office and obtain approval from MDOT SHA to re-install their equipment.

For malfunctioning of, vandalism to, or crashes into the ASE system equipment or signs, the local jurisdiction shall be responsible for repairs to the ASE equipment and signs, including all associated labor and costs.

D. Removal of Automated Speed Enforcement

When a jurisdiction determines that ASE is no longer needed in a school zone or ends their ASE program, the ASE equipment and ASE signs shall be removed. The local jurisdiction shall provide written notice of the removal of the ASE system to the MDOT SHA District Office within 10 days of the removal of the system and associated signs. Contact information for each District Office is included in Attachment A.

V. PERMIT APPLICATION FOR ASE SYSTEMS ON STATE HIGHWAYS

For all automated speed enforcement (ASE) systems that provide enforcement on state highways, including stationary units, portable units, and mobile vehicles, application shall be made to the Maryland Department of Transportation State Highway Administration (MDOT SHA) prior to deployment of the ASE system, regardless of whether the system is located on MDOT SHA right-of-way.

A. Application Submittal

The "Automated Speed Enforcement Permit Application" (refer to Attachment A) should be completed by a representative from the local jurisdiction and submitted to the appropriate MDOT SHA District Office. The application contains a list of documents that shall be submitted concurrently with the completed application form. This information includes:

- Vicinity map
- Detailed plans
- Speed study that conforms to generally accepted practices
- Documentation of local ordinance or resolution approving the use of ASE systems
- Evaluation plan (for before-after studies)
- Lane Closure Permit Application (as needed; obtained from the appropriate District Office)

Two (2) copies of the completed application package shall be submitted to the appropriate District Office.

Vicinity Map. Use an ADC or Google map that shows the ASE system is deployed in a feasible and legal location. The location for the ASE system shall meet the conditions outlined under "Equipment Location" in the previous section. Developing a suitably scaled map helps to display the location of the proposed ASE system in relationship to the school and limits of the designated school zone.

Detailed plans. Plans that show roadway features, such as sidewalks, roadside objects, signage, markings and delineation, etc. should be included.

Local Resolution/Ordinance. State law requires local jurisdictions to pass a local law prior to implementing ASE systems in school zones. Provide copies of the local law with each application.

Evaluation Plan. Local jurisdictions shall submit a written Evaluation Plan that details how before-after studies will be performed to determine the overall effectiveness of their ASE program. The evaluation plan shall include provisions to provide an annual report to MDOT SHA on the effectiveness of ASE systems on state highways within their jurisdiction. Refer to Section IV.B, "Site and Program Evaluation", for additional information on developing evaluation plans.

Lane Closure Permit Application (as needed). If the maintenance or relocation of an ASE system requires temporary closures along roadway shoulders or the travelway, a lane closure permit application shall be submitted to the appropriate District Office. Contact information for each District Office is included in Attachment A.

B. Application Review

Upon receiving the ASE permit application and required documentation, the District Engineer will send copies of the application to the Assistant District Traffic Engineer for review. The Assistant District Traffic Engineer will engage other MDOT SHA staff as needed to assist with the review (e.g., for roadside safety questions, contact the Traffic Engineering Design Division). Once the District Engineer has received a response from the appropriate MDOT SHA staff, the applicant will be advised as to whether the ASE System Permit Application has been approved or denied. A copy of the approved ASE System Permit Applications shall be forwarded by the District Engineer to the Traffic Policy and Management Team Leader in the Traffic Development and Support Division.

Attachment A

ASE PERMIT APPLICATION AND DISTRICT OFFICE CONTACTS FOR PERMIT SUBMITTALS

For Automated Speed Enforcement Systems in School Zones on State Highways

MARYLAND DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION

PERMIT APPLICATION

FOR AUTOMATED SPEED ENFORCEMENT SYSTEMS IN SCHOOL ZONES ON STATE HIGHWAYS

MDOT SHA District | County | Stationary Unit - Portable Unit - Mobile Vehicle
Type of Enforcement System *(Circle One)*

School Name(s) *(List all schools, if more than one for this location.)*

Location *(State Route Number and Name; Direction and Distance to Closest Cross Street)*

County/Municipality | Representative | Phone Number

County/Municipality Address | Fax Number

Email Address

PERMIT APPLICATION INSTRUCTIONS

- Print clearly.
- For all work requiring lane/shoulder closures, submit a MDOT SHA Lane Closure Permit Application for approval.
- Submit two (2) copies of the application, including vicinity maps, plan sheets, lane closure permits, and other required documents as listed below, to the District Office.
- Each application package should be neatly folded to 8.5" x 11" size.
- Contact the District Office for assistance with this application.

REQUIRED DOCUMENTATION

- Vicinity Map (ADC or similar), with ASE system location noted
- Plans:
  - Plan sheets showing exact location of camera, MDOT SHA right-of-way, and all existing features, i.e., sidewalk, light poles, etc.
  - Signing plan, showing school zone and proposed speed enforcement signing
  - Pole, pull box, conduit, foundation, structural and any other details (if applicable)
- Speed Study
- Documentation of Local Ordinance or Resolution approving the use of ASE
- Evaluation Plan (for before-after studies)
- MDOT SHA Lane Closure Permit Application (as needed for lane/shoulder closures)

The applicant understands that all automated speed enforcement equipment, its use and operation, shall conform to the requirements of Maryland Law. The Maryland Department of Transportation State Highway Administration reserves the right to reject the use of any automated speed enforcement system on a state-maintained road that does not conform to federal, state and local standards, specifications, and all other applicable codes and guidelines.

Signature of Applicant | Date

MDOT SHA District Office Reviewer | Date | Approved? ☐ Yes ☐ No

DISTRICT OFFICE CONTACTS FOR PERMIT SUBMITTALS

District 1

Dorchester, Somerset, Wicomico, and Worcester Counties
660 West Road
Salisbury, MD 21802
410-677-4000

District 2

Caroline, Cecil, Kent, Queen Anne's, and Talbot Counties
615 Morgnec Road
Chestertown, MD 21620
410-778-3061

District 3

Montgomery and Prince George's Counties
9300 Kenilworth Ave.
Greenbelt, MD 20770
301-513-7300

District 4

Baltimore and Harford Counties
320 West Warren Road
Hunt Valley, MD 21030
410-229-2300

District 5

Anne Arundel, Calvert, Charles, and St. Mary's Counties
138 Defense Highway
Annapolis, MD 21401
410-841-1000

District 6

Allegany, Garrett, and Washington Counties
1251 Vocke Road
La Vale, MD 21502
301-729-8400

District 7

Carroll, Frederick and Howard Counties
5111 Buckeystown Pike
Frederick, MD 21704
301-624-8100