

Plan Your Event in Charles County—A Step-by-Step Guide

Hosting a public event? Make it successful, safe, and compliant!
Follow the steps below to secure your Public Event Permit.

Step #1

Prepare Documents and Complete Required Affidavits

Application Requirements:

- Provide name of emergency medical service provider (including number of units).
- Provide name of security company.
- Events within the Planned Unit Development (PUD) must obtain documented approval.
NOTE: Permit reviewing agencies have different requirements and separate applications. While not required at the time of permit application submission, early coordination is strongly encouraged. See Special Considerations.

Event Layout Requirements:

- Include locations for tents, stages, vendors, concessions, restrooms, handwashing stations, parking, and playgrounds. *NOTE: If you will use a property other than the event location for overflow parking, a letter of authorization from the property owner is required.*

Affidavit:

- Events on non-commissioner-owned property: submit Public Event Owner Affidavit (bit.ly/47lUuiM).
- Events on Commissioner-owned property (E.g. Regency Stadium): submit Public Event Operator Affidavit (bit.ly/3Lak0jT).

Step #2

Submit Your Application

Submit through the Citizen Self Service Portal (CSS) on the county website.



Directions:

- Visit: <https://www.charlescountymd.gov/css>
- Click “Apply”, search for “Public Event Permit” then click “Apply” again.
- Create an account or log in.
- Complete the application in full and pay the processing fee.

Timing: Submit at least 45 days before your event.
Late applications may not be processed on time.

Special Considerations

→ Will you have Food Service?

All vendors need permits from the Health Department.
Contact Kelli Wilkey: 301-609-6900, kelli.wilkey@maryland.gov

→ Will there be Music or Amplified Sound?

1,000+ attendees: Obtain a Festival License from District Court before submitting an Outdoor Music Festival Application to the Health Department. Submit 60 days in advance; late submissions (<10 days) incur a \$300 fee. **Fewer than 1,000 attendees:** Coordinate with the Health Department for noise permits.

→ Will you have Alcohol Service?

Apply for temporary alcohol license. Contact Melody Weschler: 301-885-1312, weschlem@charlescountymd.gov

→ Will there be Animals at the Event?

Contact Animal Control: 301-609-3425, hillm@charlescountymd.gov

→ Are there going to be Tents, Stages, Generators?

Building permits required. Contact Don Litten: 301-645-0513, littend@charlescountymd.gov or Lauren Osborne: 301-645-0633, osbornel@charlescountymd.gov

→ Will there be Large Crowds (1,000+ attendees)?

Bonding process required. Contact Shelby McKimmie: 240-776-6680, mckimmis@charlescountymd.gov

→ Do you think you need EMS / Medical Coverage?

Coordinate with Michelle Lilly: lillym@ccvfireems.org
Marathons/Triathlons: Hire a private ambulance company.

→ Do you think you need Security?

Include security company information on your application.

→ Are you having your event at Planned Unit Development (PUD) Location?

Approval is required from Planning Design Review Board.
Contact Candice Kelly: 240-776-4575, cqk@kellyquinnlaw.com to initiate the process required to obtain use approval for residential and commercial uses in Wooded Glen Village, Piney Reach Village, Fairway Village (commercial only); and the St. Charles Town Center.
Contact Kaytie Bowie: 301-392-9456, kaytie.bowie@clementsabay.com for residential and commercial uses in Westlake Village, Smallwood Village, and Fairway Village (residential only)



Tips for Success

Start early – Contact relevant county departments early for a smoother process and to speed up approvals.

Save Contact Information for departments related to food, alcohol, EMS, animals, or large crowd management.

Ensure your event complies with local zoning, safety, and noise regulations.

For questions or to schedule an appointment: <https://charlescountymd.info/appointmentrequest>

NOTE: The information provided is for general guidance only. Permit requirements can vary by location and project. Please contact the appropriate local authority to confirm specific permitting needs.