

# 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](https://bit.ly/47lUuiM)).
- Events on Commissioner-owned property (E.g. Regency Stadium): submit Public Event Operator Affidavit ([bit.ly/3Lak0jT](https://bit.ly/3Lak0jT)).

### 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](mailto: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](mailto:weschlem@charlescountymd.gov)

#### → Will there be Animals at the Event?

Contact Animal Control: 301-609-3425, [hillm@charlescountymd.gov](mailto:hillm@charlescountymd.gov)

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

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



### 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.

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.**

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

Bonding process required. Contact Shelby McKimmie: 240-776-6680, [mckimmis@charlescountymd.gov](mailto:mckimmis@charlescountymd.gov)

#### → Do you think you need EMS / Medical Coverage?

Coordinate with Michelle Lilly: [lillym@ccvfireems.org](mailto: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](mailto: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@clementsbay.com](mailto:kaytie.bowie@clementsbay.com) for residential and commercial uses in Westlake Village, Smallwood Village, and Fairway Village (residential only)