

# PLANNING AND COMMUNITY DEVELOPMENT

Commissioners:  
Scott L. Metzger, Chairman  
Marc C. Sortman, Vice Chairman  
Mark Mussina, Secretary

Location:  
3<sup>rd</sup> Street Plaza - 3rd Floor  
33 West Third Street  
Williamsport Pennsylvania 17701



*"Building Partnerships"*

Jenny Picciano, AICP, Director

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Williamsport Pennsylvania 17701

## **Susquehanna River Walk and Timber Trail Usage Procedures**

Does your organization want to host a charity walk or run on the Susquehanna River Walk or Timber Trail? If so, there are certain procedures that must be followed.

- The County of Lycoming requires organizations who would like to use the Susquehanna River Walk and Timber Trail for a special event to fill out the attached form and return it to:

Kellen Krape, Transportation Planner  
48 West Third Street  
Williamsport, PA 17701

Forms must be submitted **at least 30 days prior** to the scheduled event.

- The organization(s) hosting the event on the Susquehanna River Walk must have liability insurance for the event.
- The organization(s) hosting the event must provide the County of Lycoming with a copy of the Certificate of Liability Insurance, and list the County of Lycoming as additional insured.
- The event routes must not conflict with other planned/scheduled events.
- The organization hosting the event is responsible for making contact with local emergency responders (fire and police) to coordinate their event. Some events may warrant an on-site ambulance, and police may be required for road closures.
  - City of Williamsport Bureau of Police: 570-327-7560
  - City of Williamsport Bureau of Fire: 570-327-1602
  - Borough of South Williamsport Bureau of Police: 570-327-8152
  - Borough of South Williamsport Bureau of Fire: 570-326-4167
  - County of Lycoming Department of Public Safety: 570-329-4061
- In some cases, special permits are required. The organization must work with the City of Williamsport and Borough of South Williamsport on getting the proper permits.
  - City of Williamsport: 570-327- 7504
  - City of Williamsport Bureau of Codes: 570-327-7518
  - Borough of South Williamsport: 570-322-0158
  - Borough of South Williamsport Codes / Permit Department: 570-547-0488
- No vendors are allowed on the Susquehanna River Walk and Timber Trail.

## **Susquehanna River Walk and Timber Trail Usage Form**

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Organization Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approximate Number of Attendees: \_\_\_\_\_

Special Requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you have questions, please contact Kellen Krape, Transportation Planner at  
570-320-2140 or [KEKrape@lyco.org](mailto:KEKrape@lyco.org).