

# WALTON COUNTY ROADWAY ACTIVITIES APPLICATION

## ROAD CLOSURE REQUEST

*The Roadway Activity Permit shall be available on site at all times during the activity*

Complete and submit to Walton County Public Works, 117 Montgomery Circle, DeFuniak Springs, FL 32435, for review and approval not less than 45 days prior to event

**ROAD CLOSURES WILL BE PLACED ON THE BOARD OF COUNTY COMMISSIONERS AGENDA FOR APPROVAL**

### Part 1. Applicant Details

Applicant Name: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact person during road closure: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

### Part 2: Event Name and Date of Event

\_\_\_\_\_ Date: \_\_\_\_\_

### Part 3: Details of Event on County Road to be Closed

Parade  Marches  Marathon  Other  \_\_\_\_\_

Name of County Road: \_\_\_\_\_

Part of the road to be used:

Lane(s)  1 or  2 Full Closure  Half Road  Full Road

Other  \_\_\_\_\_

Name/section of road to be used: from \_\_\_\_\_  
to \_\_\_\_\_

Name/section of road to be used: from \_\_\_\_\_  
to \_\_\_\_\_

Expected number of participants: 0-50  51-100  101-150  151-300  300+

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## Part 4: Attachments for agenda submission form

- Map of Section of Road to be closed
- Walton County Sheriff's Office approval
- Walton County SWFD or WCFR approval
- Traffic Maintenance Plan approval
- Letter of notification to relevant agencies and the response
- Letter/flyer to affected properties including list of all addresses
- Waste Management plan (trash pick-up)

## Part 5: Declaration

I/We have read and understood the Walton County Roadway Activities Policy and have satisfactorily addressed all the requirements contained within.

Name: \_\_\_\_\_  
Print

Name: \_\_\_\_\_  
Print

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Part 6: Walton County Board of Commissioners Approval

FOR OFFICIAL USE ONLY

(Do not write in this box)

"Approval Contingent Upon Meeting Any Recommendations of the Walton County Sheriff's Office, the South Walton Fire Department and the Walton County Fire Department."

Approved by the Walton County Board of Commissioners this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_  
Chairman, Board of Commissioners  
Walton County, Florida

# WALTON COUNTY APPLICATION FOR EVENT SIGNAGE

*The Event Signage Permit shall be available on site at all times during the activity*

Complete and submit to Walton County Public Works, 117 Montgomery Circle, DeFuniak Springs, FL 32435, for review and approval not less than 45 days prior to event

## Part 1. Applicant Details

Applicant Name: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact person during event : \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

## Part 2: Event Name

\_\_\_\_\_ Date: \_\_\_\_\_

## Part 3: Location of County Right of way to be used:

Name of County Road(s) (rights of ways):

\_\_\_\_\_  
\_\_\_\_\_

## Part 4: REGULATIONS FOR SIGNAGE IN COUNTY RIGHT OF WAY

All signage may be placed in the county right of way two days before the activity and must be removed two days after the activity. The signage can be no larger than 18" X 24" and must be placed with wire stakes. Signage must be professionally printed, painted or constructed. No hand lettered card board paper will be permitted. No more than (2) two signs temporarily displayed in right of way for each roadway requested above will be allowed.

I/We have read and understood the Regulations for Signage in the County Rights of Ways.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Part 5: Walton County Public Works Approval

FOR OFFICIAL USE ONLY

(Do not write in this box)

Approved by the Walton County Public Works Department this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_

Cindy Price, Executive Assistant

Public Works Administration

# **WALTON COUNTY APPLICATION FOR EVENT SIGNAGE**

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