



Florida Department of Transportation

District Six Permits Office

1000 NW 111th Avenue, Room 6207
Miami, Florida 33172-5800
Telephone (305) 470-5367
Fax (305) 470-5443

Checklist for Special Event Permit

The purpose of this checklist is to specify the procedures for obtaining written permit approval for temporary closing of a State Road from the Department of Transportation when necessary for the conduct of a Special Event or Special Use. The procedures for temporary closing of State Roads other than limited access facilities for the purpose of Special Events not related to construction, reconstruction, maintenance or emergency purposes, maybe accomplished as list below.

Please submit the following information:

- 1)** An original request for Temporary Closing/Special Use of State Roads, (form 850-040-65 enclosed) shall be submitted by their responsible official of the local governmental authority to the Department naming the sponsoring officials, stating that local law enforcement officials will manage all details involved in administration of the event. Stating that as between the Department and the local government authority, to the extent permitted by Florida Law, the local government authority will assume full responsibility for any liability claims arising from, or based on, the activities of the event.
- 2)** The local governmental authority shall include with this request:
 - a) An original signature by the local governmental agency authorizing the Special Event or Use The signature of the governmental authority such as Mayor. , City, County Manager or their designee, along with the signature of the Chief of the Law Enforcement Agency for that local government.
 - b) A marked up map, indicating the temporary detours to be utilized by the public: and the showing the placement of the appropriate signs: stationing and quantity of any officer or flagman: and locations of barricades and cones necessary to detour the traffic in a safe and efficient manner.
 - c) A description of the provisions made for the temporary rerouted of traffic.
- 3)** Approval from the United States Coast Guard District Commander authorizing the opening or closing of any movable bridge within the geographical limits of the event during the time period of the road closure (if applicable).

* A Special Event may be permitted by the appropriate local governmental agency prior to temporary closure of a State Road for a Special Event.

* Temporary closures for Special Events or Special Use will not be allowed on interstate highways, toll roads, and other limited access facilities on the state highway system.

All activities performed with-in the Department's Right-of-Way shall adhere to the FHWA Manual on Uniform Traffic Control Devices and the current F.D.O.T. Roadway and Traffic Design Standards, Index Series 600. In most cases, the Maintenance of Traffic plan will be required prior to and/or adjusted at the Pre-construction Meeting to be held following the issuance of the Permit.

Copies of the Design Standards may be obtained from:
<http://www.dot.state.fl.us/rddesign/DesignStandards/Standards.shtm>

FDOT District Six Permit Office Staff

Ali Al-Said, P.E.	District Permits Engineer
Ali Khalilhamadi, P.E., PTOE	Asst. District Engineer
Esteban Espinal	Permit Specialist
Ricardo Duran	Permit Specialist
Marceau Michel	Permit Specialist
Jerusha Williams	Office Support

Office hours are 8:00 A.M. to 5:00 P.M. Monday – Friday, excluding traditional holidays

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
REQUEST FOR TEMPORARY CLOSING/SPECIAL USE OF STATE ROAD

850-040-65
 MAINTENANCE
 03/06
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- Instructions: 1. Obtain signatures of local law enforcement and city/county officials.
 2. This form must be submitted by the local governmental authority to FDOT to obtain written approval. Allow adequate time for the review.
 3. Attach any necessary maps or supporting documents.

NAME OF ORGANIZATION		PERSON IN CHARGE		DATE
ADDRESS OF ORGANIZATION			TELEPHONE NUMBER	
TITLE OF EVENT				
DATE OF EVENT	STARTING TIME OF EVENT	DURATION OF EVENT (APPROX.)	ACTUAL CLOSING TIME (INCLUDING SETTING UP BARRIERS, ETC.)	
PROPOSED ROUTE (INCLUDE STATE ROAD NUMBER, SPECIFIC LOCATION, ETC. - INCLUDE MAPS)				
DETOUR ROUTE (INCLUDE ALTERNATE ROUTES - INCLUDE MAPS)				
NAME OF DEPT. RESPONSIBLE FOR TRAFFIC CONTROL, ETC. (CITY POLICE, SHERIFF'S DEPT., FLORIDA HWY. PATROL, ETC.)(INCLUDE PRECINCT NO.)				
SPECIAL CONDITIONS				
<p>THIS SECTION IS TO BE COMPLETED WHEN PERMITTING SPECIAL USE OF A STATE ROAD FOR FILMING</p> <p>LICENSED PYROTECHNICS OPERATOR _____ LICENSE NO. _____</p> <p>APPROVAL OF LOCAL FIRE DEPARTMENT _____</p> <p>LIABILITY INSURANCE CARRIER _____ POLICY EFFECTIVE DATE _____</p> <p>COVERAGE AMOUNT _____ (\$1,000,000 MINIMUM)</p> <p>LENGTH OF COVERAGE _____ DAYS</p> <p>FEDERAL AVIATION ADMINISTRATION APPROVAL FOR LOW FLYING FILMING _____</p> <p>ADDITIONAL LIABILITY INSURANCE AMOUNT _____ (\$5,000,000 MINIMUM)</p>				
TYPED NAME AND TITLE (INCLUDE BADGE.NO IF APPROPRIATE)		SIGNATURE OF CHIEF OF LAW ENFORCEMENT AGENCY		DATE SIGNED
TYPED NAME AND TITLE OF CITY/COUNTY OFFICIAL		SIGNATURE OF CITY/COUNTY OFFICIAL		DATE SIGNED

The Permittee, shall indemnify, defend, and hold harmless the Department and all of its officers, agents, and employees from any claim, loss, damage, cost, charge, or expense arising out of any acts, actions, neglect, or omission by the Permittee, its agents, employees, or subcontractors during the performance of the Contract, whether direct or indirect, and whether to any person or property to which the Department or said parties may be subject, except that neither the Permittee nor any of its subcontractors will be liable under this Article for damages arising out of the injury or damage to persons or property directly caused or resulting from the SOLE negligence of the Department or any of its officers, agents or employees.

Contractor's obligation to indemnify, defend, and pay for the defense or at the Department's option, to participate and associate with the Department in the defense and trial of any damage claim or suit and any related settlement negotiations, shall be triggered by the Department's notice of claim for indemnification to Contractor. Contractor's inability to evaluate liability or its evaluation of liability shall not excuse Contractor's duty to defend and indemnify within seven days after such notice by the Department is given by registered mail. Only an adjudication or judgment after highest appeal is exhausted specifically finding the Department SOLELY negligent shall excuse performance of this provision by Contractor. Contractor shall pay all costs and fees related to this obligation and its enforcement by the Department. Department's failure to notify Contractor of a claim shall not release Contractor of the above duty to defend.

It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the State's right, title, and interest in the land to be entered upon and used by the Permittee, and the Permittee will, at all times, assume all risk of and indemnify, defend and save harmless the State of Florida and the Department from and against any and all loss, damage, cost, or expense arising in any manner on account of the exercise or attempted exercises by said Permittee of the aforesaid rights and privileges.

During the event, all safety regulations of the Department shall be observed and the holder must take measures, including placing and display of safety devices, that may be necessary in order to safely conduct the public through the project area in accordance with the Federal Manual on Uniform Traffic Control Devices (MUTCD), as amended, and the Department's latest Roadway and Traffic Design Standards.

In case of non-compliance with the Department's requirements in effect as of the approved date of this permit, this permit is void and the facility will have to be brought into compliance or removed from the R/W at no cost to the Department.

Submitted by: _____ Place Corporate
Permittee

Signature and Title Attested

Department of Transportation Approval: This Request is Hereby Approved

Recommended for approval _____ Title _____ Date _____

Approved by: _____ Date _____
District Secretary or Designee

DISTRIBUTION: Original - Permittee
1st copy - District Maintenance Office
2nd copy - Local Maintenance Engineer