



INFORMATION REQUIREMENTS

RECREATIONAL EVENT / STREET CLOSURE

Less than 500 *TOTAL* Participants/Spectators/Attendees

NOTICE: Events involving 500 or more participants/spectators/attendees must be permitted through the city's Office of Special Events. Call (904) 630-3600 or visit www.makeascenedowntown.com for more information.

We strongly recommend that event organizers contact the Jacksonville Sheriff's Office Special Events Unit at (904) 630-2160 during the planning stage of the event. Public Works cannot provide information about the cost or necessity of off-duty police officers to assist with traffic control.

The following information pertains to events that involve more than one residential block and that will have less than 500 total people at the event, counting volunteers, spectators, participants, and other attendees.

To ensure timely processing, applications must be provided no less than 30 business days prior to the event date.

Events that require lockdown of the Main Street or Ortega drawspans (to prohibit elevating for marine traffic) must be received no less than 45 days to provide sufficient time to coordinate with the U.S. Coast Guard.

Internet Users: The PDF forms are fillable and certain fields are required. Please be sure that all forms are completed in their entirety [note: signatures not required if completing and submitting forms completely online].

- **COJ "Request for Temporary Closing of Road" Form**
 - Events that will use existing public facilities for their intended purpose (i.e., sidewalks) while adhering to existing traffic laws and without disruption of regular traffic do not require permitting.
 - Must include a written description of the route (including lanes used) or the streets being closed.
 - Please do not write "See Attached Map" unless the map includes all pertinent information.
- **Map of Event Route / Street(s) to be Closed AND Proposed Maintenance of Traffic Plan / Detour Route**
 - Applicant/event organizer(s) are responsible for ensuring JSO has had input on the route and need for traffic control support.
 - Proper barricades must be used
 - Barricade suppliers are listed in the phone book.
 - Cones, sawhorses, ropes and/or vehicles are not permitted for use as barricades.
- **Florida Dept. of Transportation "Temporary Closing of State Road" Permit**
 - **This form is only necessary for events closing state roads or locking down the Main Street or Ortega bridge. If you are unsure, complete both the COJ and FDOT forms.**
 - Applicant must complete sections marked with a check ✓
 - Be sure to include specific information about routes, including lanes being used.
 - Events utilizing the Main Street or Ortega bridges will require permission from the U.S. Coast Guard and FDOT to lockdown the drawspan
 - Please include the time and duration needed for the lockdown
- **Pavement Markings / Post-Event Clean Up Acknowledgement Form**
 - Pavement markings are NOT allowed unless specifically requested and approved by the city.

EVENT ORGANIZERS ARE SOLELY RESPONSIBLE FOR ENSURING THAT ALL AFFECTED RESIDENTS, BUSINESSES AND OTHER PROPERTY OWNERS ARE NOTIFIED OF THE ROAD CLOSURE(S) THROUGH THE USE OF FLIERS, TEMPORARY SIGNS, POSTERS OR OTHER MEANS AS LEGAL AND APPROPRIATE.

The complete application packet must be completed, signed and returned no less than 30 working days before the event (45 days for lockdown of the Main Street or Ortega drawspan).

Department of Public Works
Attn: Recreational Event/Street Closures
214 N. Hogan Street, 10th Floor
Jacksonville, FL 32202
FAX: (904) 255-8905
E-mail: PWAdmin@coj.net

If more information or assistance is needed, contact the Public Works Director's Office at (904) 255-8786 or e-mail PWAdmin@coj.net