

**COUNTY DEPARTMENT
SUBMISSION FORM
BOARD OF COUNTY COMMISSIONERS
WALTON COUNTY, FLORIDA**

Requested Meeting Date:
May 24, 2011

Meeting Location:
DFS Courthouse 9:00 AM

Submission Deadline
May 17, 2011

County Department: Administration

TOPIC:

Solicitation/Panhandling on County Roadway Policy

REQUESTED ACTION:

Discussion of Policy

SUMMARY EXPLANATION OR HISTORY:

The Board had asked that staff review solicitation/panhandling practices on county and state roadways. Attached is Administration's internal policy on granting not-for-profit organizations permission to use county rights-of-way.

MATERIAL/EXHIBITS ATTACHED:

Internal Policy

ADMINISTRATION CONTACT INFORMATION:

Name: Dede Hinote, Admin Services Coordinator/RMLO

Phone: 850-892-8155

Fax: 850-892-8454

Email: hindedede@co.walton.fl.us

Address: PO Box 1355, DeFuniak Springs, FL 32435



SPECIAL EVENTS ON WALTON COUNTY ROADWAYS

Permitting Process and Responsibilities

1. INTRODUCTION

Walton County recognizes the desire to use county roadways for special events because of its accessibility, proximity to popular destinations and its ease of use. A positive and safe event experience is important for event participants as well as others who may be affected by the event, including property owners, businesses, places of worship, spectators, and road users. Walton County has a responsibility to provide a safe and efficient roadway system for all users. To that purpose, any event affecting county roads must be approved and permitted by Walton County Administration. *Please note that all events on "STATE ROADWAYS" must be approved by the Florida Department of Transportation.*

A. WHAT IS A SPECIAL EVENT?

A special event is any activity that may affect the safe and normal movement of vehicular and pedestrian traffic along the county roadway systems, or which may require the assistance of local, county or state law enforcement agencies. Special events may include marches and parades, organized bicycle or pedestrian races and events, fundraisers, local festivals or other types of activities that may impact roadway operations. A special event permit is required for any event that will impact any roadway operations.

B. SPECIAL PERMIT APPLICATION TO ADMINISTRATION

If your event will require the use of county roadways, you shall contact the County Administration office to discuss the proposed event, route, temporary traffic control and permit application requirements. Conflicts with other activities/events can be avoided with advance planning.

You can obtain a Special Event Permit Application from Walton County Administration or on the county website www.co.walton.fl.us. Only two applications per applicant can be submitted per year. A completed application should be submitted to County Administration office as soon as possible, but not less than 30 days prior to the event. The completed form may be submitted via email, fax or mail. If you have any questions about filling out the form, contact the Administration office at (850) 892-8155.

1. Applicants must demonstrate that the event has a charitable benefit for the citizens of Walton County. Statewide or nationwide drives will need to be approved by the County Administration Office.

2. Limit two applications per year per applicant.
3. All state and federal highways are excluded. Events can only be approved for county roadways.
4. Bucket drive fundraisers will not be permitted during holidays.

C. RESPONSIBILITIES:

- a. The event organizer is responsible for coordinating with all local government agencies that will be impacted by the event. This includes, but is not limited to, Walton County Sheriff's Department, Walton County Code Enforcement, North and/or South Walton Fire Department.
- b. When approved for road closures, the applicant must make sure ALL volunteers are aware you cannot block private drives or entrances to private property.
- c. It is the applicant's responsibility to make sure all participants follow all safety regulations and wear safety vests.
- d. All signage may be placed two days before the event and must be removed two days after the event. Signage can be no larger than 18" x 24" and must be placed with wire stakes.
- e. When conducting bucket drive fundraisers, all participants must be on the county right-of-way. Participants may approach a vehicle to collect contributions, but must not hold up traffic.
- f. Must have a copy of approved permit on location at all times during the event.
- g. All events must be non-profit events.

Please be aware if any rules or safety regulations are violated all future special permit requests will be denied.

Please note the Sheriff's Department and/or Code Enforcement has the authority to shut down any Special Event if they feel safety rules and regulations are not being adhered to.

APPLICANTS STATEMENT OF ACKNOWLEDGEMENT:

I have read, understand, and agree to abide by the rules and regulations included in this application. I hereby affirm that the above information is true and correct in describing the intent of this application. I understand that the issuance of the special event permit is contingent upon compliance of all conditions and requirements.

I, _____ the undersigned, agree to abide by the provisions in this application and the responsibilities attached hereto.

(Signature of Applicant)

(Date)

**SPECIAL EVENTS APPLICATION FOR
WALTON COUNTY ROADWAYS**

PLEASE NOTE ONLY TWO APPLICATIONS PER YEAR ACCEPTED.

APPLICANT INFORMATION

Name of Applicant/Organization: _____

Address: _____

Telephone: _____ **Fax:** _____ **Email:** _____

Contact Person (This person will serve as the contact person for all questions regarding the applications) :

Date of Request: _____

SPECIAL EVENT

Date of Event: _____

☐ **Marches/Parades on County Road** _____

☐ **Non-profit roadside fundraisers on County Road** _____

☐ **Bicycle or Pedestrian races and events on County Road** _____

☐ **Signage on County ROW** _____
(Name of County Road)

Date Signs will be placed: _____ **Date Signs will be removed:** _____

☐ **Other:** _____

*******Road Closures will be placed on the Board of Commissioners Agenda for Approval*******

☐ **Road Closure** _____
(Name of County Road)

☐ **Number of lanes to be closed:** _____ **Date of Road Closure:** _____

Local Governmental Entity Approval

(Please do not write in this section)

Name of Local Governmental Entity: **WALTON COUNTY ADMINISTRATION**

Telephone: (850) 892-8155 **FAX:** (850-) 892-8454

Name of signing official (Please Print): _____

Signature of Approval: _____ **Date:** _____

Please complete and return this Special Permit Application to Walton County Administration for review and approval. This form should be submitted a minimum of 30 days prior to date of the event.

Walton County Administration, 76 North 6th Street, DeFuniak Springs, FL 32433
Telephone: (850) 892-8155 Fax: (850) 892-8454