

Special Events and Road Closures Policy

Types of Events

1. Special Events not requiring road closure(s), that meet the guidelines are approved by the Parks Department. Contact the Parks Department at (772) 288-5690 to discuss your event and have it reviewed for approval.
2. Special Events requiring road closure(s) must meet the conditions as set forth in the guidelines for special events requiring road closures, as listed below.

Guidelines for Special Events Requiring Road Closures

The following is required from your organization if your special event requires a road closure:

1. Yearly submittal of a request letter indicating when the special event is to be held.
2. Yearly submittal of a letter from the appropriate jurisdictional law enforcement agency, stating they will handle traffic and crowd control.
3. Yearly submittal of liability insurance in an amount not less than \$100,000.00 and naming the Martin County Board of County Commissioners as the Additional Insured Certificate Holder.
4. Yearly submittal of any necessary Florida Department of Transportation Permits for a state road closure(s), if applicable.
5. Completed Permit Application For Causeway Closure, if applicable.
6. Completed Special Events Application
7. An Information Release notifying the public of the road closure(s), will be prepared by the Engineering Traffic Division staff and distributed to the media.

Roadway Classification

Residential Roadways

- One time special events are approved by the County Engineer. Contact the Engineering Department at (772) 288-5466 to discuss your event
- Annual special events are approved by Martin County Board of County Commissioners. Contact the Engineering Department at (772) 288-5466 to discuss your event.

Collector & Arterial Roadways

- Special events are placed on the **Master List of Events** requiring road closure, and are approved annually by the Martin County Board of County Commissioners. Contact the Engineering Department at (772) 288-5466 to discuss your event

Master List of Events Requiring Road Closures - The Martin County Board of County Commissioners approves a **Master List of Events** requiring road closures every year in December. *To ensure inclusion on the list, requests should be submitted no later than September.* Contact the Engineering Department at (772) 288-5466 to discuss your event.