



TOWN OF JUNO BEACH
 RECEIVED 340 Ocean Drive; Juno Beach, FL 33408
 2024 OCT 16 A 11:41

Town of Juno Beach
 340 Ocean Drive; Juno Beach, FL 33408
 Phone: (561) 626-1122; Fax: (561) 775-0812

Application for Off-Site Special Event

Note: The issuance of any Special Event permit from the Town of Juno Beach does not exempt the applicant from obtaining the appropriate Business Tax License (occupational license) and temporary liquor license from the State of Florida, Division of Alcoholic Beverages and Tobacco under Florida Statute, or, any other county or state required permits.

Fee Schedule:

<u>Event Type</u>	<u>Deadlines Application/Obligations</u>	<u>Application Fee</u>	<u>Permit Fee*</u>	<u>Security Deposit</u>	<u>Deadline Late Fee</u>
Low-Impact (Up to 999 attendees)**	60/14 days prior to event	\$100	\$100/day	\$500	\$200
Medium-Impact (1000-4999 attendees)	120/45 days prior to event	\$200	\$500/day	\$1,000	\$400
High-Impact (5000+ attendees)	120/45 days prior to event	\$300	\$1,000/day	\$5,000	\$600

*Permit Fee will be determined by the Town Council for off-site events lasting 4 or more consecutive days.

**Low-Impact events consisting of 25 attendees or less will be approved administratively.

Notes: Please initial each item below to confirm your understanding:

- nm Application Fee is due at time of Application submittal and is not refundable.
- nm Deadline Late Fee is an additional charge and is not refundable.
- nm Applications are not approved, nor Permit granted, until applicant has received a "Letter of Approval" from the Planning and Zoning Director outlining obligations and fees.
- nm Permit Fees and Security Deposit are due 14/45 days prior to the event. These fees may be refunded if the event is canceled or postponed at least 7/14 days prior to the event date.
- nm After the event, Security Deposit, or a portion of, may be returned after an inspection is completed by Town Staff. The Town shall determine what portion of the Security Deposit may be returned.
- nm Failure to comply with restrictions imposed automatically forfeits the Security Deposit.
- nm Town Staff will determine if application will require additional conditions to be added or existing conditions modified, dependent upon each individual event.
- nm Failure to provide the required obligations, fees and deposits 14 or 45 days prior to the event date, as indicated above, will subject the applicant to the Late Fee and/or cancelation of event.
- nm Additional charges may apply for Police and/or Public Works services, Town Staff will determine what services are required. Please read Sections III and IV. Deadline for these fees are 14 or 45 days prior to the event date, as indicated above, subject to Late Fee and/or cancellation of event.

Section I Instructions for Applicant

1. Applicant shall complete Section II of this application. (Town Staff will review the Applicants submittal and complete other sections as required.)
2. Attach the following with this application:
 - a) Attach Application Fee, and Late Fee if applicable. (All fees are Payable to the Town of Juno Beach.)
 - b) Plot/Site Plan (drawing/sketch), showing the site upon which you are proposing your special event, identifying parking areas, adjacent roadways, existing structures, proposed (temporary) structures/items, road closures, barricades/fences, etc.;
 - c) Attach letter(s) of approval from all outside agencies: (i.e. Palm Beach County (PBC) Parks and Recreation, PBC-Traffic Division, PBC-Fire Rescue, Florida Department of Transportation, Department of Environmental Protection, Environmental Resources Management, Coast Guard, etc.)
 - d) Copy of current insurance certification(s) with the **Town of Juno Beach** listed as **"Additionally Insured" with a minimum amount of \$1,000,000.00 liability coverage;** (or state your ability to provide it with all other obligations).
 - e) Notarized Letter of approval from property owner(s).
 - f) Copy of Driver License.
3. Sign and date this application at the end of Section II.

Section II Required Information

▪ *Regarding the Applicant:*

Name of Applicant/Sponsor: PBN CHAMBER OF COMMERCE Phone: 561 746 7111

Relationship to Organization Represented; _____

Address of Applicant/Sponsor: 5520 PBA BLDG. SUITE 200
PALM BEACH GARDENS FL 33418

Name, Address, Phone of Organization Represented: STEWART AUVILLE &
BRIAN FULLINE

Principal contact person on Event Day/Phone: SAUVILLE 561-951-4443

Alternate contact person on Event Day/Phone: B FULLINE 561 676 8899

Regarding the Subject Location (where the proposed special event is being requested):

Address/Location: AIA BETWEEN DONALD
RD + MARCINSKI

Name of Subdivision:

Regarding the Special Event Specifics:

Please describe the special event being requested: ART FESTIVAL
+ FUND RAISING EVENT FOR
CHAMBER

Indicate roadway(s) to be closed: AIA BETWEEN DONALD RD + MARCINSKI - NOT ATTACHED

Indicate if amusement rides (type/quantity) are part of the event: NA

Indicate if alcohol will be served at the event and who will serve: YES

Indicate types of equipment, tents, trailers or other temporary structures that will be part of the event: ICE TRAILS, FOOD TRUCK OR TWO, CREAM TRAILER

Number of employees/volunteers working the event: 110

Number of anticipated attendees for the event: 4000 EACH DAY (8000)

Length of time proposed for the event to take place, including set-up and tear down, (dates/times): FRI MARCH 7TH - 9TH 8AM 12 MIDNIGHT

Regarding other Town Services:

If Police and/or Public Works services are being requested, please indicate your anticipated duties: (Regardless of your anticipated need, Town staff may determine that Police and/or Public Works services are required for your event, refer to letter of approval):

POLICE - CROWD CONTROL - TRAFFIC

▪ **Please initial to confirm attachments:**

- Application Fee, and Late Fee, if applicable. (Payable to Town of Juno Beach)
- Plot/Site Plan
- Outside agency letter(s) of approval
- Insurance Certificate **TB PROVIDED**
- Notarized Letter from property owner
- Copy of Driver License

Indicate items not submitted and reasons for non-submittal: COI - STILL W/
AGENT

Hold Harmless Agreement:

In accordance with the Town of Juno Beach Code of Ordinances, in permitting any special event, the applicant shall meet all requirements set forth in Chapter 34 and is subject to Town Council approval. In addition, Town Staff shall prescribe appropriate conditions and safeguards and obligations and fees as required.

By submittal of this application, the sponsor agrees to indemnify and hold harmless the Town of Juno Beach, its officers, employees and agents from and against all loss, costs, expenses, including attorney's fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by sponsor, its officers, employees, and agents under any of the terms of this Special Event Application.

If any unforeseen circumstance(s) occur and/or the sponsor fails to meet the requirements the Town has set forth, the Town Manager or Police Chief shall have the right to cancel or stop the event either before commencement of the event and/or during the event.

Applications are not approved, nor Permit granted, until applicant has received a "Letter of Approval" from the Planning and Zoning Director outlining obligations and fees.

NI M. S
Applicant/Sponsor Signature
Noe / Martinez
Print Name

10/2/24
Date

Office Use Only:	
<u>Isabella Hickey</u>	TOWN OF JUNO BEACH RECEIVED
Received By	<u>2024 OCT 16 A 11:41</u> Date (Please Date Stamp)
Town Calendar has been reviewed and event "Tentatively" Scheduled with 2 day alert.	
Completed By	Date
Event status shall be updated when approved. Completed by: _____	

Section III Police Department-Special Event Requirements



The following are additional obligations your organization may have to meet. As part of the Special Event review process the Police Department may impose fees for services as deemed appropriate for the type and impact of the proposed event. The Police Department may schedule a meeting to review the event specifics and Police Operational or Action Plan as determined by the Town. Items reviewed in the Plan include, but are limited to, the following:

- Operations Command Post needs, Incident Management;
- Traffic Control Plan, Road Closures, Parking Plan, Event Route management;
- Staffing needs, Day and Night patrol, Coordination with other agencies;
- Vendor setup and security;
- Attendee/Pedestrian access, security, monitoring and control;
- Equipment needs motorized and non-motorized, Communications;
- Providing of adequate volunteers, Volunteer meeting(s) with Police representative prior to, or on event day(s);
- The Principal of the event shall remain accessible to the Police Supervisor at all times during the event to provide necessary event management and control.

The Police Department will attempt to place officers during the requested dates and hours. Because of unforeseen circumstances, this application may not be filled when requested. Juno Beach Police Officers will not work in the capacity of a “bouncer” at a bar or other establishment where alcohol is served.

Rates

Regular Staff - \$35.00 Officer - \$55.00 Supervisor (if required) - \$65.00
(Rates are subject to a \$15.00 an hour premium on Town designated Holidays.)

- ***THERE IS A THREE (3)-HOUR MINIMUM FOR ALL EXTRA-DUTY EMPLOYMENT.***
- ***IF MORE THAN THREE (3) OFFICERS ARE REQUIRED FOR THE EVENT, A SUPERVISOR IS REQUIRED.***
- ***ALL CANCELLATIONS OF POLICE SERVICES MUST BE MADE 48-HOURS IN ADVANCE OR A THREE (3)-HOUR, PER OFFICER CHARGE WILL BE FORFEITED. PLEASE CONTACT FDAVILA@JUNO-BEACH.FL.US AND PFERTIG@JUNOBEACHPD.COM.***

Office Use Only:

_____ Officers @ \$55.00/hour: total of _____ hours = \$ _____
 _____ Supervisors @ \$65.00/hour: total of _____ hours = \$ _____
 Additional Fee(s): _____ \$ _____

Payment Due Date: _____ Total Amount Due: \$ _____ Payment Received: Y / N
 * *Payment shall be received no later than 14/45 days prior to event date, as indicated in Fee Schedule.*

Reviewed By: _____

Approved by Police Chief/Designee: _____

Section IV Public Works Department-Special Event Requirements

As part of the Special Event review process the Public Works Department may impose fees for services as deemed appropriate for the type and impact of the proposed event.

Public Works services include, but are not limited to, the following:

- Delivery, set-up and removal of traffic or parking control devices including portable message boards, barricades, signs, stakes, traffic cones and/or any other devices requested by the Town’s Police Department.
- Random event site inspections to insure the Applicant removes trash/litter or debris from the event site as needed. Event usage area final inspection of public properties to insure adequate cleaning at event’s end/closing and prior to release of security deposits, if applicable.
- Public Works staff time to clean, remove and dispose of any and all residual debris, trash or to repair damaged property incurred by the Applicant or Applicant’s agents on the event site public property.

Rates

<i>Regular Staff</i>	\$35.00
<i>Supervisor (if required)</i>	\$45.00

- ***THERE IS A THREE (3)-HOUR MINIMUM FOR ALL EXTRA-DUTY EMPLOYMENT.***
- ***IF MORE THAN THREE (3) STAFF MEMBERS ARE REQUIRED FOR THE EVENT, A SUPERVISOR IS REQUIRED.***
- ***ALL CANCELLATIONS OF PUBLIC WORKS SERVICES MUST BE MADE 48-HOURS IN ADVANCED OR A THREE (3)-HOUR, PER STAFF MEMBER CHARGE WILL BE FORFEITED. PLEASE CONTACT FDAVILA@JUNO-BEACH.FL.US AND AMERIANO@JUNO-BEACH.FL.US.***

Office Use Only:

_____ Regular Staff @ \$35.00/hour: total of _____ hours = \$ _____
 _____ Supervisors @ \$45.00/hour: total of _____ hours = \$ _____

Payment Due Date: _____ Total Amount Due: \$ _____ Payment Received: Y / N

**** Payment shall be received no later than 14/45 days prior to event date, as indicated in Fee Schedule.***

Reviewed By: _____

Approved by Director of Public Works/Designee: _____

Section V Application Review

Director of Planning & Zoning

Date

Police Chief

Date

Public Works Director

Date

Finance Director

Date

Town Manager

Date

Section VI Post Event Inspection and Security Deposit Status

Post event Comments, Issues List and recommended Security Deposit withheld:

* _____ *Amount and Date Returned of the Security Deposit.*
Amount Date

Director of Planning & Zoning

Date

Police Chief

Date

Public Works Director

Date

Finance Director

Date

Town Manager

Date

October 24, 2024



Stewart Auville
Palm Beach North Chamber of Commerce
5520 PGA Boulevard, Suite 200
Palm Beach Gardens, FL 33418

SUBJECT: ARTFEST BY THE SEA 2025

Dear Mr. Auville,

The Palm Beach County Traffic Engineering Division has reviewed your request to close S A1A/Ocean Drive from Donald Ross Road to Marcinski Road on Friday, March 7, 2025 at 8:00 am thru Sunday, March 9, 2025 at 12:00 am.

It is our understanding that Juno Beach Police Department will assume responsibility for traffic control and will coordinate with other emergency departments.

This permit is only valid with the presence of the Juno Beach Police Department to oversee the traffic control.

If you have any further questions, please contact Graciela M'Causland at 684-4030.

Sincerely,

A handwritten signature in blue ink, appearing to read "Graciela M'Causland".

Graciela M'Causland
Chief Traffic Inspector
Traffic Division

GM:

Attachment: Special Event Application, Route Map,
cc: Motasem Al-Turk, Ph.D., P.E., Director – Traffic Division
Melissa Ackert, P.E., Assistant Director – Traffic Division
Hossam Eldeen Abdel All, P.E., Traffic Signal Systems Manager – Traffic Division
Lee Gao, P.E., Senior Professional Engineer – Traffic Division
Fattoush Jafar, Ph.D., P.E., Traffic Engineer Ops Manager – Traffic Division
Sean Reilly, Chief Traffic Inspector – Traffic Division
Shoshoni Deeley, Office Manager – Traffic Division
Adam Faustini, Director – Road & Bridge
Thomas A. Coppini, Public Works Superintendent – Road & Bridge
Chase Miller, Construction Project Manager – Road & Bridge
Zachary King, Chief Construction Coordinator – Construction Coordination
Albert W. Hoffman, Division Director III – Construction Coordination
William Tanto, Chief Construction Coordinator – Construction Coordination
Kathleen Farrell, Division Director III – Roadway Production
Kristine Frazell-Smith, Senior Professional Engineer – Roadway Production
Lisa De La Rionda, Director – Department of Public Affairs
Heather C. Shirm, Manager Digital Marketing and Communications – Public Affairs
Javier H. Lopez, Digital Marketing Coordinator – Public Affairs
Kara Dery, Supervisor Special Facilities – Parks & Recreation Division
Yash Nagal, Director of Transit Planning – Palm Tran
John Kenny, Sergeant – Juno Beach Police Department – jkenny@junobeachpd.com
Jose M. Gonzalez – PBC Fire Rescue - FIRE-FOO@pbcgov.org and JMgonzal@pbcgov.org

File: General - Special Events
Roads –

N:\TRAFFIC\SPECIAL EVENTS\2025 Special events approved\Artfest by the Sea 2025\Special Event Form Letter-Graciela M'Causland (north of Southern Blvd).docx

**Department of Engineering
and Public Works**

P.O. Box 21229
West Palm Beach, FL 33416-1229
(561) 684-4000
FAX: (561) 684-4050
www.pbcgov.com



**Palm Beach County
Board of County
Commissioners**

Maria Sachs, Mayor

Maria G. Marino, Vice Mayor

Gregg K. Weiss

Michael A. Barnett

Marci Woodward

Sara Baxter

Mack Bernard

County Administrator

Verdenia C. Baker

"An Equal Opportunity
Affirmative Action Employer"



printed on sustainable
and recycled paper



**PALM BEACH COUNTY ENGINEERING AND PUBLIC WORKS DEPARTMENT
TRAFFIC DIVISION
2300 North Jog Road
West Palm Beach, Florida 33411
(561) 684-4030**

**Special Event Application for Temporary Minor Road Closure – Less Than 12 Hours
(Submit 10 days prior to event)**

APPLICANT INFORMATION	
Contact Name: <u>STEWART AUVILLE</u>	Email: <u>STEWART@PBCENGINEERING.COM</u>
Applicant Address: <u>5570 PGA BLVD 200 PGA FL</u>	Telephone: <u>561 746 7111</u>
Anticipated Number of Attendance: <u>8,000</u>	

DESCRIPTION OF SPECIAL EVENT	
Event Title: <u>ARTFEST BY THE SEA</u>	Event Location: <u>AAA DONALD ROSS - MARLINSIDE</u>
Date of Event: <u>MARCH 8 - 10, 2025</u>	Event Hours: <u>10 - 5 SAT & SUN</u>

LAW ENFORCEMENT AGENCY RESPONSIBLE FOR TRAFFIC CONTROL (if applicable)	
Name of Agency: <u>TOWN OF JUNO PD</u>	Telephone: <u>JKEANY@JUNOPD.COM</u>
Contact Name: <u>SGT. JOHANN KEANY</u>	Email: <u>561 656 0342</u>

Provide/Confirm the following:

- Event Location/Detour Route (attach map)
- Maintenance of Traffic Plan (attach map)
- Consent of the applicable police department having jurisdiction over the subject roadway(s)

The Applicant shall protect, defend, reimburse, indemnify and hold the Palm Beach County Board of County Commissioners, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, costs, damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of their performance due to the acts or omissions of the Applicant.

The Applicant will assume all risk of and indemnify, defend and save harmless the Palm Beach County Board of County Commissioners from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise of this event.

The Applicant shall be responsible for maintaining the portion of the County road it occupies for the duration of this event and providing a safe environment to the public.

The Applicant shall provide general insurance in an amount of not less than \$1,000,000 and shall name Palm Beach County as both certificate holder and additional insured.

Signature of Applicant: N.M.J. Date: 10/18/24

Approved by Traffic Division: [Signature] Date: 10/23/24



October 2, 2024

Graciela M'Causland
Traffic Division Engineering and
Public Works Department
2300 North Job Road
West Palm Beach, FL 33411

Dear Ms. M'Causland:

The Palm Beach North Chamber of Commerce is requesting for temporary road closures concerning ArtFest by the Sea on March 8th, 9th and 10th, 2024 as follows:

- A1A between Donald Ross Road and Marcinski Road on Friday, March 7th, 2025 at 8am to Sunday, March 9th, 2025 at 12midnight.

The Town of Juno Beach and Palm Beach County Sheriff Department will assume responsibility for traffic control and will coordinate with other emergency departments as needed.

The required application is attached along with the Site Plan. If you have any questions or concerns, please feel free to contact our Event Manager, Stewart Auville at 561-951-4443.

Sincerely,

A handwritten signature in blue ink that reads "Noel Martinez".

Noel Martinez,
President & CEO
Palm Beach North Chamber of Commerce

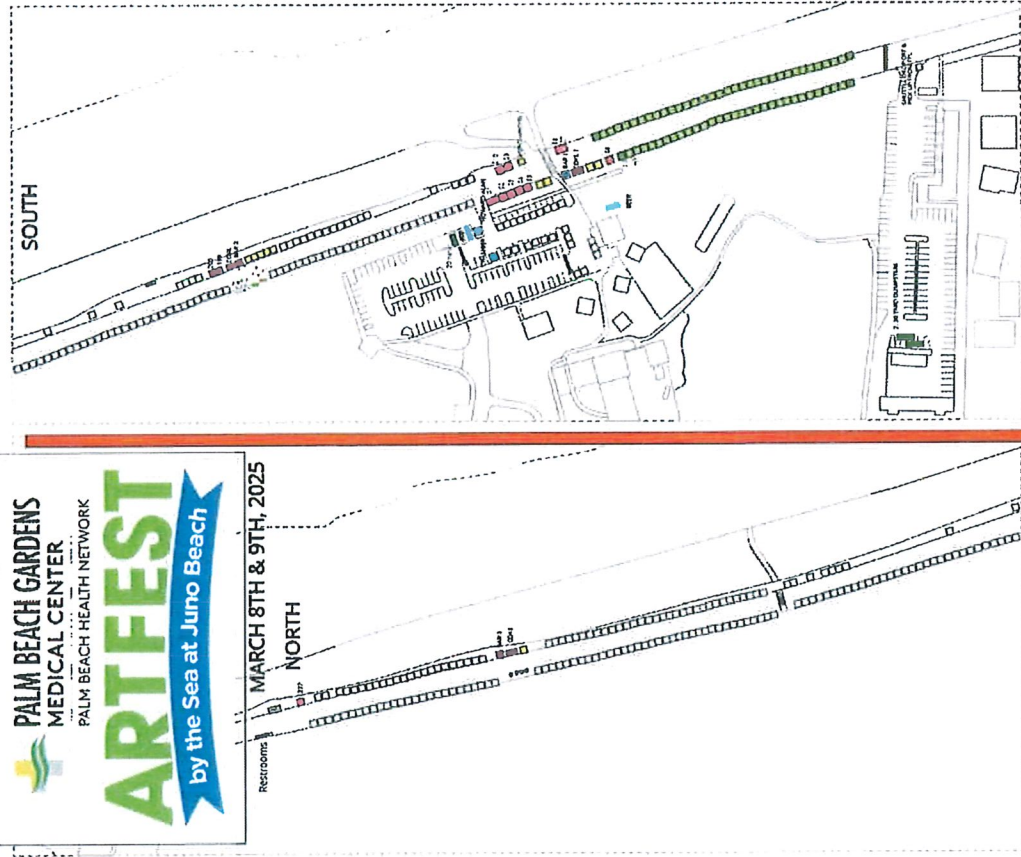

PALM BEACH GARDENS
MEDICAL CENTER
 PALM BEACH HEALTH NETWORK

ARTFEST
 by the Sea at Juno Beach

Restrooms
 MARCH 8TH & 9TH, 2025

NORTH

SOUTH





JUNO BEACH POLICE DEPARTMENT

340 Ocean Drive ♦ Juno Beach, Florida 33408 ♦ 561-626-2100

BRIAN J. SMITH
Chief of Police

October 17, 2024

Palm Beach North Chamber of Commerce
5520 PGA BLVD #200
Palm Beach gardens, FL 33418

Dear Mr. Auville,

We reviewed your request for the road closure in conjunction with the ArtFest by the Sea event, scheduled for March 7th, 8th and 9th, 2025.

As the law enforcement agency having jurisdiction over the subjected roadway (Ocean Drive (A1A), between Donald Ross Rd. and Marcinski Rd.), we approve and give consent for the road closure for this event.

Sincerely,

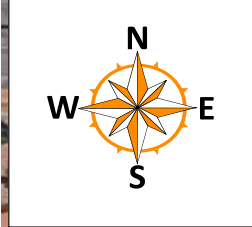
A handwritten signature in black ink, appearing to read "John Kenny".

Sgt. John Kenny
561-656-0342 – *direct*
jkenny@junobeachpd.com

MESSAGE:

OCEAN
BLVD/A1A
S/B

CLOSED
FOLLOW
DETOUR



Roger Mastrapa
Operations Manager
EMERGENCY CONTACT

3705 Interstate Park Way
West Palm Beach, FL 33404
rmastrapa@acmebarricades.com
Cell: 954-644-3749

TABLE 1
CHANNELIZING DEVICE SPACING

Work Zone Speed (mph)	Max. Spacing (feet)			
	Cones or Temporary Tubular Markers		Type I Barricades, Type II Barricades, Vertical Panels, or Drums	
	Taper	Tangent	Taper	Tangent
≤ 45	25	50	25	50
≥ 50	25	50	50	100

TABLE 3
WORK ZONE SIGN SPACING "X"

Road Type	Min. Spacing (feet)
Arterials and Collectors with Work Zone Speed ≤ 40 mph	200
Arterials and Collectors with Work Zone Speed ≥ 45 mph	500
Limited Access Roadways	1,500

* For Limited access roadways with work zone speed ≤ 55 mph, the minimum spacing may be reduced in accordance with the MUTCD and as approved by the Engineer.

ADVANCE WARNING SIGNS & DRUMS OR CONES FOR CLOSURE

FOR OVERVIEW PURPOSE ONLY
DRAWING NOT TO SCALE

ArtFest by the Sea

NOTE:
WATER FILLED
BARRIER WALLS

Legend

- Channelized Devices
- POLICE

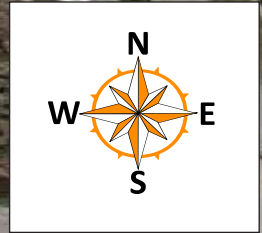
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FDOT This Certifies that ROOSEVELT BYNES

Has Completed a Florida Department of Transportation Approved Temporary Traffic Control (TTC) Advanced (Refresher) Course.

Date Expires: 01/14/2026 Certificate # 80573
Instructor: Paul Arenth FDOT Provider # 134

A&W Consultants, Inc.
Phone: 386-788-9899
5545 Benchmark Lane
Sanford, FL 32773
www.FloridaMOT.com
nicolle@aswconsultants.com



EVENT ENTRANCE

MATCH LINE A

Loggerhead park North parking lot

FIRE RESCUE STAGING AREA

ERIKSON WAY

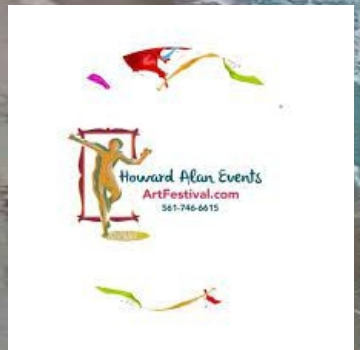
General Event & Handicap Parking



LMC Parking Only

**TABLE 1
CHANNELIZING DEVICE SPACING**

Work Zone Speed (mph)	Max. Spacing (feet)			
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≤ 45	25	50	25	50
≥ 50	25	50	50	100



ADVANCE WARNING SIGNS & DRUMS OR CONES FOR CLOSURE

**TABLE 3
WORK ZONE SIGN SPACING "X"**

Road Type	Min. Spacing (feet)
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Limited Access Roadways *	1,500

* For Limited access roadways with work zone speed ≤ 55 mph, the minimum spacing may be reduced in accordance with the MUTCD and as approved by the Engineer.

LMC Parking Only

ERIKSON WAY

Loggerhead park North parking lot



Roger Mastrapa
Operations Manager
EMERGENCY CONTACT

3705 Interstate Park Way
West Palm Beach, FL 33404
rmastrapa@acmebarricades.com
Cell: 954-644-3749

**NOTE:
WATER FILLED BARRIER WALLS**

VENDOR PARKING



DONALD ROSS RD

MESSAGE:

OCEAN BLVD/A1A N/B	CLOSED FOLLOW DETOUR
--------------------	----------------------

FDOT This Certifies that **ROOSEVELT BYNES**

Has Completed a Florida Department of Transportation Approved Temporary Traffic Control (TTC) Advanced (Refresher) Course.

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A&SW Consultants, Inc.
Phone: 386-788-9899
5545 Benchmark Lane
Sanford, FL 32773
www.FloridaMOT.com
nicolle@aswconsultants.com

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**FOR OVERVIEW PURPOSE ONLY
DRAWING NOT TO SCALE**

ArtFest by the Sea



ZEPHYR WAY

