



City of Pahokee

207 Begonia Drive
Pahokee, Florida 33476
Phone: (561) 924-5534
Fax: (561) 924-8140

Request for Temporary Road Closing / Special Use Permit (Parade Permit Application checklist)

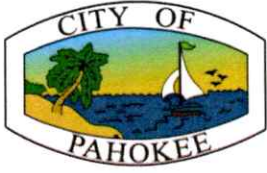
The following are items required by you, the permittee/applicant, for the temporary closing and special use of State Roads, and must be submitted with the application. Incomplete applications will not be reviewed and will be returned to the applicant for completion.

- City of Pahokee's Parade Permit Application with all required **original signatures**.
- Florida Department of Transportation (FDOT) Application/form(s) with all required **original signatures**.
 - Signatures include: Applicant, Authorized Agent from Palm Beach County Sheriff's Office (PBSO), and Authorized City Official (Mayor or City Manager).
 - **Event Permit Application Checklist** and **District 4 Road Closure Event Notice** must be included in packet.
- Map of the route the parade will be traveling (**map must be legible**)
 - Indicate starting point, ending location, and detour route.
 - Please use blue or red ink to indicate the respective routes on the map.
 - **Map must meet FDOT's standards (reference Event Permit Application Checklist).**
- Letter from PBSO, stating they will provide traffic control (include in application packet).
 - An application for hiring off duty officers is included in this packet. You must complete and submit it to PBSO (required, prior to receiving the letter from PBSO).
- Executed and certified copy of a resolution from the City Commission, authorizing the respective parade date and parade route.
- Certificate of Insurance (COI) listing **Florida Department of Transportation** as the certificate holder.
COI must include the respective FDOT permit number.
 - FDOT's Address: 7900 Forest Hill Boulevard, West Palm Beach, Florida 33413.

It is your responsibility as the permittee/applicant to ensure all requirements of the application are satisfied. Once the application has been reviewed by City Administration, and if the application is found to be complete, the application will be submitted to DBI Services Corp/FDOT for review and authorization.

Should there be any questions or concerns regarding road closure, please contact the following agency:

DBI Services Corp.
(561) 992-1318
Fax: (561) 993-9000
2728 State Road 15
Belle Glade, FL 33430



City of Pahokee

207 Begonia Drive
Pahokee, Florida 33476
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Parade Permit Application


A thirty (30) day advance notice is requested, in order to effectively monitor and control the flow of traffic, and the safety of the citizens, in the areas of the parade. Off duty police officers with cars are required. You must apply for a permit for the off duty officers (see attached application). **Application and payment must be submitted to Palm Beach County Sheriff's Office (PBSO) prior to an authorization signature on this page.**

Date of Application: 12/5/2024

Location of Proposed Use:

Larrimore Rd to Dr MLK Jr Blvd E
(See attached maps)

Name of Group/Organization:	<u>City of Pahokee</u>
Contact Phone Number:	<u>561-924-5534</u>
Date of Parade:	<u>12/16/2024</u>
Type of Parade:	<u>2024 Christmas Parade</u>
Start Time and End Time of Parade:	<u>4:00 PM - 8:15 PM</u>
Approximate Number of Participants:	<u>50 +/-</u>
Number of Vehicles Participating:	<u>25 +/-</u>


Applicant's Signature

5 December 2024
Date

Jongelene Adams
Applicant's name (print)


Lt. Joshua Kushel, PBSO

Dec 5, 2024
Date

Approved Denied

Note: A photocopy of this application will serve as the permit card



APPLICATION FOR OFF-DUTY PERMIT

All services provided by PBSO deputies within the scope of off-duty permits are regulated by applicable Florida Statutes, PBC Ordinances, PBSO General Orders/Directives, and training. It is understood that this is a non-binding agreement on PBSO as **there is no guarantee that the requested off-duty permit will be staffed**. Every effort will be made to provide staffing for your event. If your off-duty permit is not staffed, we will reimburse the payment or credit the account. You may contact the Off-Duty Permits Office during regular business hours to confirm your event has been staffed. Regular business hours are Monday - Friday, 8:30 a.m. to 5:00 p.m. Off-duty permit requests must be received a minimum of ten (10) business days prior to the event, unless exigent circumstances apply as determined by the Off-Duty Permits Office. **Requests for service with less than 10 business days prior to the event may require the premium rate, as determined by the Off-duty Permits Office supervision.** Return the application via email to PermitsDL@pbso.org.

To cancel an off-duty permit during regular business hours, you must send an email to PermitsDL@pbso.org. A refund/credit will be issued. For cancellations after business hours or weekends, call (561) 688-3400 and ask to speak to the Off-Duty Permits Supervisor.

Cancellations received within 24 hours of the event will be subject to the 4 hour minimum charge per deputy.

Note: Checks with a P.O. Box are not accepted. Florida Statutes 30.2905 & 30.51 require payment be received prior to the performance of off-duty law enforcement services.

Hourly Rates (4 Hour Minimum per Deputy) Eff. 1/1/2022			Payment Methods Upon Receipt of Invoice
Regular	Premium		<ul style="list-style-type: none"> • Check or Money Order made payable to: Palm Beach County Sheriff's Office PO Box 24681 West Palm Beach, FL 33416-4681 • Credit Card
\$ 68.00	\$ 88.00	Deputy Sheriff	
\$ 75.00	\$ 95.00	Sergeant	
\$ 82.00	\$ 102.00	Lieutenant/Captain	

Premium Rates apply on: New Year's Eve and Day, Super Bowl Sunday, Easter, Memorial Day, Independence Day, Labor Day, Halloween, Thanksgiving Day, and Christmas Eve & Day

Applicant Information

Business Name: City of Pahokee

Applicant Name: Jongelene Adams

Email: jadams@cityofpahokee.com Phone No: 561-924-5534

Mailing Address: 207 Begonia Drive

Contact Person at Event: Jongelene Adams Phone No: 561-924-5534

Address of Event: Pahokee, FL (See attached maps)

Type of Event: 2024 Christmas Parade No. Attending: 50+/- Will Alcohol be Served? No

Detail Date From: 12/16/2024 To: 12/16/2024 Start Time: 4:00 PM End Time (4 Hour Min.): 8:15 PM

No. of Deputies: 5 or more Specific Instructions For Deputies: _____

Traffic control, crowd control, parking, and overall safety.

****One sergeant is needed for every five deputies. A lieutenant and/or captain may be required for large events. Call for more information.**

Applicant Signature:

Law Enforcement Review and Approval

Approved by:

Date Approved: Dec 5 2024

TEMPORARY CLOSING OF STATE ROAD PERMIT

Date: 12/5/2024

Permit No. _____

Governmental Entity/Permittee

Approving Local Government <u>City of Pahokee</u>	Contact Person <u>Nylene Clarke</u>
Address <u>207 Begonia Drive, Pahokee, FL 33476</u>	
Telephone <u>561-924-5534 ext. 2006</u>	Email <u>nclarke@cityofpahokee.com</u>

Organization Requesting Special Event

Name of Organization <u>City of Pahokee</u>	Contact Person <u>Jongelene Adams</u>
Address <u>207 Begonia Drive, Pahokee, FL 33476</u>	
Telephone <u>561-924-5534</u>	Email <u>jadams@cityofpahokee.com</u>

Description of Special Event

Event Title <u>2024 Christmas Parade</u>	Date of Event <u>12/16/2024</u>
Start Time <u>4:00 PM</u>	End Time <u>8:15 PM</u>
Event Route (attach map) <u>See attached map</u>	
Detour Route (attach map) <u>See attached map</u>	

Law Enforcement Agency Responsible for Traffic Control

Name of Agency <u>Palm Beach County Sheriff's Office (PBSO)</u>



US Coast Guard Approval for Controlling Movable Bridge

Not Applicable <input checked="" type="checkbox"/>
Copy of USCG Approval Letter Attached <input type="checkbox"/>
Bridge Location _____

The Permittee will assume all risk of and indemnify, defend and save harmless the State of Florida and the FDOT from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise of this event.

The Permittee shall be responsible to maintain the portion of the state road it occupies for the duration of this event, free of litter and providing a safe environment to the public.

Signatures of Authorization

Event Coordinator <u>Jongelene Adams</u>	Signature 	Date <u>5 Dec 2024</u>
Law Enforcement Name/Title <u>Lieutenant Joshua Kushel</u>	Signature 	Date <u>5 Dec 2024</u>
Government Official Name/Title <u>Michael E. Jackson, Interim City Manager</u>	Signature _____	Date _____

FDOT Special Conditions

FDOT Authorization

Name/Title _____	Signature _____	Date _____
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Florida Department of Transportation

3400 West Commercial Boulevard
Fort Lauderdale, FL 33309

RON DESANTIS
GOVERNOR

KEVIN J. THIBAUT
SECRETARY

EVENT PERMIT APPLICATION CHECKLIST

EVENT NAME: 2024 Christmas Parade

REQUESTED BY: Jongelene Adams

AGENCY: City of Pahokee

DATE OF EVENT: 12/16/2024

TIME OF EVENT: 4:00 - 8:15 PM

- Please ensure FDOT (Florida Department of Transportation) receives the event permit request at least four (4) weeks prior to the event. Last minute requests might not be granted.

- Map of event is legible
- North Arrow shows on map
- All consecutive plan sheets are provided, numbered, and have matchlines¹
- Road names are clearly shown on map
- Variable Message Signs will be used
- Variable Message Signs displays correct and current information
- Channelizing devices will be used and are clearly shown on map
- Map includes the location of the event (for fairs, art festivals, etc.)
- Map Includes a legend
- All signs and VMS boards have a reference location of the installation²
- The beginning and end of the route/event/race are clearly shown on the map
- Originally Signed Copy of Permit Application (online now with OSP)
- MOT Plan that conforms to the latest FDOT Standard Plans (old Design Standards)
- Detour route and complete signing of the detour route (if applicable)

- Location Photos / Location Map
- District 4 Road Closure Event Notice
- Provide FDOT Temporary Traffic Control Certificate number of person preparing the MOT plans
- Show the posted or temporary speed limit signs
- Show the number and location of LEO's (law enforcement officers)

¹ Example – If a plan sheet has matchline 'X', then the consecutive sheet should have the same matchline 'X'. Note: 'X' can be any number/letter/symbol as long as it is the same for two matchlines that match two consecutive sheets.

² The reference location for the installation of the VMS should be done either by pointing the arrow to the installation location or by referencing the distance from some reference point. Also, denote the orientation of the panel with the symbol. Show the details/message of the VMS boards. At the time of the event and prior to the event (if needed). For example – 3 days prior message will be different compared to the day of actual event

State of Florida – Temporary Closing of State Roadway for Filming

- For ALL Filming – Certificate of Liability Insurance
 - \$1,000,000 coverage
 - FDOT Listed as additional insured
- For Filming on Structures– Certificate of Liability Insurance
 - \$5,000,000 coverage
 - FDOT Listed as additional insured

*****Please ensure information is complete, legible, and included with the application – Missing, illegible, and/or incorrect information might not get a permit warranted*****



District 4 Road Closure Event Notice

Event Title: 2024 Christmas Parade
Recurring (Y/N): N
Date of Event: 12/16/2024
Start Time: 4:00 PM
End Time: 8:15 PM
City: Pahokee, FL
County: Palm Beach County

Event Route:

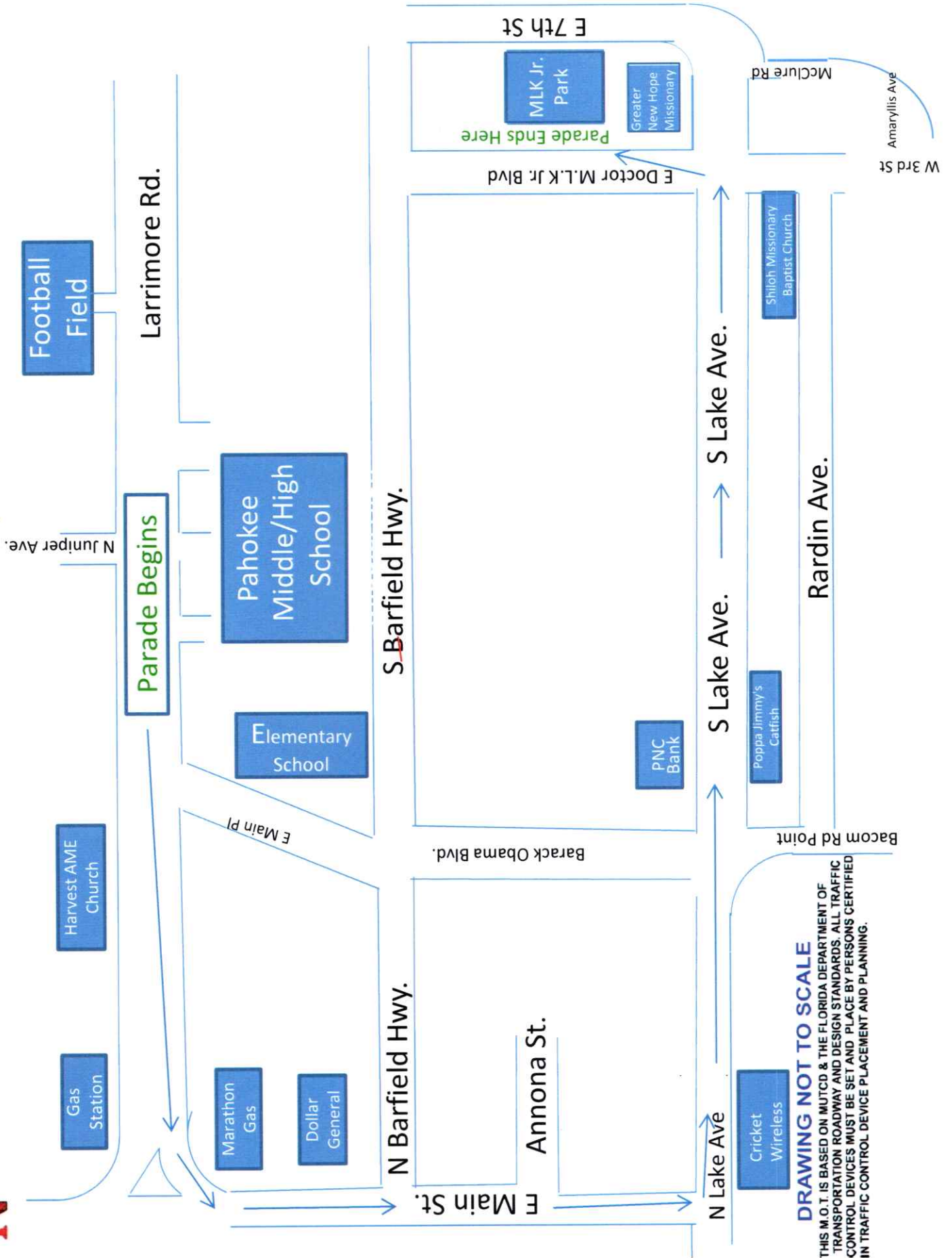
Larrimore Rd to E Main St; E Main St to N Lake Ave; N Lake Ave to S Lake Ave; S Lake Ave to Dr Martin Luther King Jr Blvd E, ending at the MLK Jr. Park.

Detour Route:

Larrimore Rd to E Main Pl; E Main Pl to N Barfield Hwy; N Barfield Hwy to S Barfield Hwy; S Barfield Hwy East 7th St; E 7th St to McClure Rd; McClure Rd to Amaryllis Ave; Amaryllis Ave to W 3rd St; W 3rd St to Rardin Ave; Rardin Ave to Bacom Point Rd.



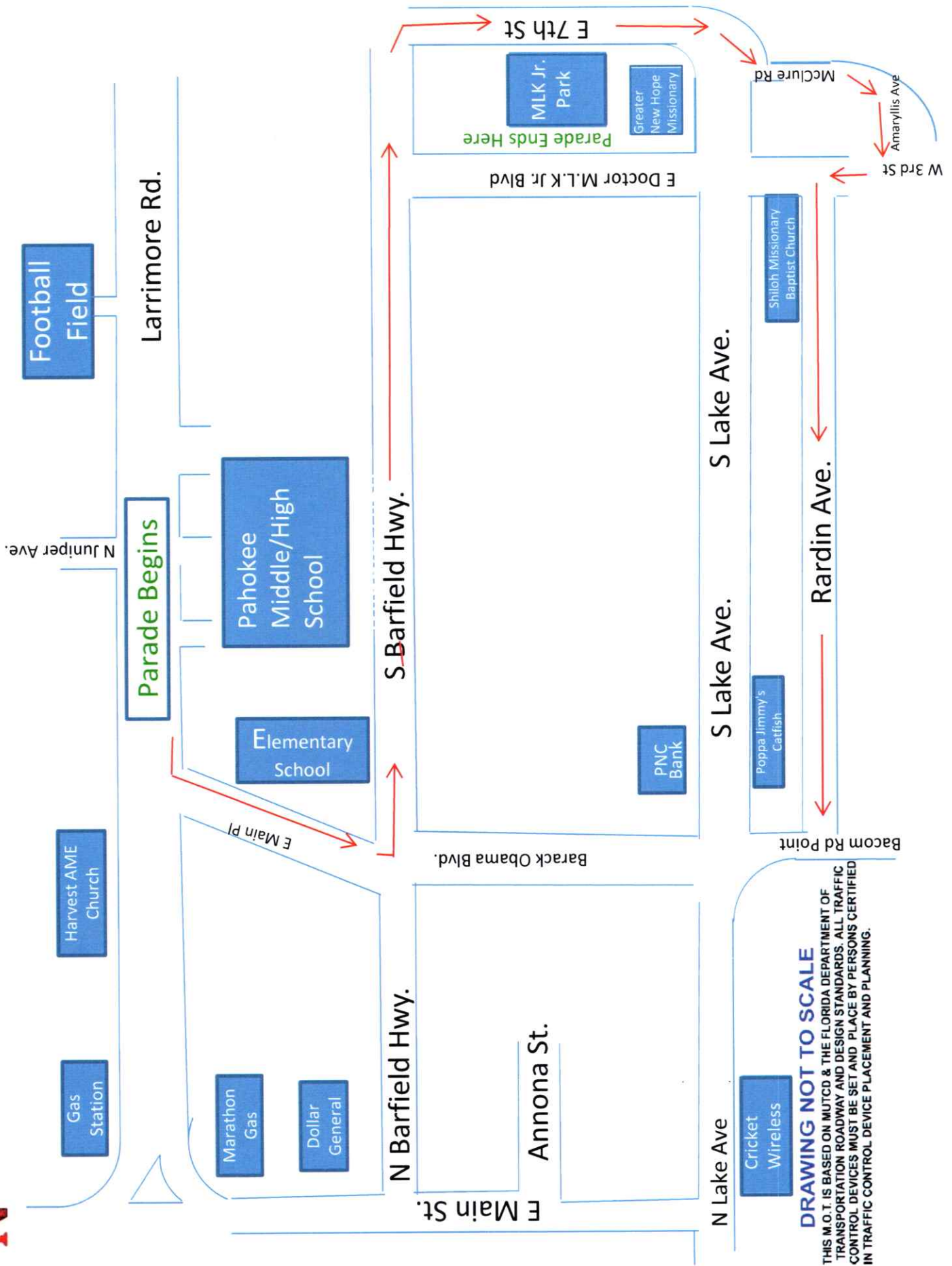
Christmas Parade Route Map





Christmas Parade

Detour Route



DRAWING NOT TO SCALE
 THIS M.O.T. IS BASED ON MUTCD & THE FLORIDA DEPARTMENT OF TRANSPORTATION ROADWAY AND DESIGN STANDARDS. ALL TRAFFIC CONTROL DEVICES MUST BE SET AND PLACED BY PERSONS CERTIFIED IN TRAFFIC CONTROL DEVICE PLACEMENT AND PLANNING.