

Right-of-Way Permit Application
For the Placement of Temporary Directional Signs
 GROWTH MANAGEMENT DIVISION / ROW PERMITTING & INSPECTION
 2800 NORTH HORSESHOE DRIVE, NAPLES, FLORIDA 34104
 Telephone Number: (239) 252-2400

(Staff Use Only) RIGHT-OF-WAY PERMIT NUMBER: PRROW # _____
(Please complete all required information below)

EVENT/ NAME (print)	
FOLIO NUMBER:	
EVENT ADDRESS:	
Business Name:	
Applicant/Contact Name:	
Address:	
City/State/ZIP:	
Telephone Number:	
Today's Date: ____/____/____	Temporary Directional Signs Permit Fee: \$75.00
Event Start Date: ____/____/____	Event End Date: ____/____/____

OWNER/AUTHORIZED AGENT SIGNATURE:

Sign Appearance/Dimension

- All signs must be blue with white font
- Signs may display the event name, date, and directional arrow only
- **No logos or other advertisement allowed on signs**
- Maximum dimension 24" x 32"
- Two (2) entrance signs to main event can be permitted
- Maximum size shall be 4' x 8'. Signs installed at the maximum size permitted shall be installed on breakaway posts meeting FDOT standards
- Signs may include a directional arrow pointing in the direction of the event

All signs shall be professional in appearance and shall include the right-of-way permit number and the expiration date.

Timeline for Placement of Signs

No signs shall be erected more than seven (7) days prior to a scheduled event. **ALL** signs must be removed within three (3) business days after the event completion. Signs installed prior to the seven day restriction and/or left in place more than three (3) days after the event shall be removed by Code Enforcement. Signs not complying with these conditions may subject the event sponsor to fines and enforcement.

Sign Location

- No signs may be located within medians
- No signs shall be attached to traffic control signs or other authorized highway signs
- Each sign shall be located a minimum distance of 30' from street intersection
- Each sign shall be located a minimum distance of 6' from the edge of pavement or a minimum of 3' from the back of curb
- The bottom of sign shall be a minimum of 12" above existing ground and the top of sign shall not exceed a distance of 5' above existing ground
- There shall be a minimum of 660' between each sign, with the exception for signs located at event entrance or roadway intersections
- No signs are to impede vehicular or pedestrian traffic
- Each sign must have its own individual support system

Number of Signs Allowed

- Up to six (6) signs with a maximum dimension of 24" x 32" may be permitted for placement in the public right-of-way, within a 5-mile radius of the event boundaries
- Up to two (2) entrance signs, with a maximum dimension of 4' x 8' may be permitted for placement in the public right-of-way at the event entrance; such signs shall be installed on breakaway posts meeting FDOT standards

*** PERMIT APPLICATION FOR TEMPORARY DIRECTIONAL SIGNS ***

1. Obtain the permit to place temporary direction signs for a special event
2. Pay right-of-way permit fee of \$75.00 or as required by applicable fee schedule
3. No signs permitted outside a distance of a 5-mile radius from the event location
4. Provide a drawing or picture of sign (see attached example) and a list of proposed sign locations
5. All signs shall be professional in appearance and shall include the right-of-way permit number and the expiration date. **NO ADVERTISEMENTS ON SIGNS PERMITTED.**
6. No signs shall be erected more than seven (7) days prior to a scheduled event. ALL signs must be removed within three (3) business days after the event completion. Signs installed prior to the seven day restriction and/or left in place more than three (3) days after the event shall be removed by Code Enforcement. Signs not complying with these conditions may subject the event sponsor to fines and enforcement.
7. Sign Location:
 - a) No signs shall be located within medians.
 - b) No signs shall be attached to traffic control signs or other authorized highway signs.
 - c) Each sign shall be located a minimum distance of 30' from street intersection.
 - d) Each sign shall be located a minimum distance of 6' from edge of pavement or a minimum of 3' from back of curb.
 - e) The bottom of sign shall be a minimum of 12" above existing ground, and the top of sign shall not exceed a distance of 5' above existing ground.
 - f) There shall be a minimum of 660' between each sign, with an exception for signs located at event entrance or roadway intersections.
 - g) No signs are to impede vehicular or pedestrian traffic.
8. All signs must have individual support systems.

I understand that signs not complying with conditions of the right-of-way permit and the preceding guidelines/policy will be subject to removal and disposal by Code Enforcement and may subject the undersigned and/or event sponsor to enforcement and penalties, including revocation of future permits to the undersigned and/or the same event.

Signature and Title of Authorized Permittee

Date