

Road Closure Notification Requirements

All road closure verbiage, collateral & maps for distribution must be shared with the Special Events division at least 2 months prior to the event date to receive approval for print, publishing, or mass communication. Failure to comply may result in a fine.

EVENT TYPE (minimum deadline)	Website or Facebook (6 wk prior)	Email & Mail** (2 wk prior)	VMS Board & NextDoor (by City) (1 wk prior)	Newspaper Text Ad (1 wk prior)	Yard Signs (1 wk prior & removed day-of)
Park, Lot or Small Street Festival or Market (no major artery* closure)	X	X			
Medium Street Festival or Market (1 block of major artery* closed for less than 24 hrs)	X	X	X		
Large Street Festival or Market (multiple blocks of major arteries* or combo of small/medium)	X	X	X	X	
Public Road Races -Foot Race -Bike Race -Triathlon Parades/Procession	X	X	X	X	X
Other (TBD by Special Events Committee)	?	?	?	?	?

*Key roads considered arteries: SR9, Old Milton Parkway, Haynes Bridge Road, Academy Street/Webb Bridge Road, Westside Parkway, North Point Parkway, and Windward Parkway

**HOAs, church newsletters, property management distributions, and other channels as needed.

Below is a template required for yard signs, classified ads, and recommended for road closure letters. Yard signs must be placed every 500-650ft along routes and at neighborhood entrances.



Affected on-street parking must have "No Parking" signs posted 72hrs+ prior to closure. Official parking signs may be scheduled for pickup from the Special Events office at City Hall.