



CITY OF MIAMI ADA PROCEDURE

SUBJECT: SPECIAL EVENT ADA AWARENESS INFORMATION

All events, workshops, conferences, hearings, or any other activities held on City property (City facilities, including buildings and parks, and public rights-of-way) must be accessible to people with disabilities. The ADA Coordinator provides the following information to assist in ensuring that special events are accessible. Voting is considered a special event.

GENERAL

- Concern should be given to the accessibility of your event's location; i.e., parking, paths of travel, restroom facilities, etc.
- The site plan must show all ADA elements, including, but not limited to, accessible parking, ADA-compliant portable toilets, ramps, accessible seating, accessible paths of travel, etc.
- All printed material for an event is to include the Request for Accommodation notice with the international symbol for accessibility, a contact name, and the contact's phone number.
- Requests for accommodation may include material in an alternate format, an interpreter, or assisted listening devices.
- Service animals must be allowed to accompany their owners at all times and cannot be excluded from an event.
- If amplified sound is used, assistive listening devices should be available, if feasible.

BARRIERS

- Concern should be given to elevation changes of more than $\frac{1}{4}$ " vertical or $\frac{1}{2}$ " beveled. These are considered barriers and require temporary ramps.
- All cords, wires, hoses, etc., that are located within a path of travel must be placed within a cord cover.

PATHS OF TRAVEL

- An alternative path of travel is required when the public right-of-way is obstructed.
- If an alternative path of travel is provided for your event, signage designating the alternative path of travel is required.
- An alternative path of travel must be provided whenever the existing pedestrian access route in a public right-of-way is blocked by temporary conditions.
- Where possible, the alternate path of travel shall be parallel to the disrupted pedestrian access route, and on the same side of the street.
- An alternative path of travel shall have no protrusions up to a height of 80", including scaffolding and scaffolding braces.
- Where the alternate path of travel is adjacent to potentially hazardous conditions, the path must be protected with a barricade.

PARKING

- If parking is provided for an event, accessible parking is required.
- If no parking is provided for an event, an accessible passenger loading and unloading zone is required.
- Accessible parking and passenger loading and unloading zones are required to be identified using the international symbol for accessibility.
- Signs with the international symbol for accessibility are to be mounted for maximum visibility.

SALES OR SERVICE COUNTERS

- If sales or service counters are provided for your event, the height must be no more than 36" from the finished floor or the ground, and the width must be at least 36" wide.

ACCESSIBLE ROUTE

- An accessible route is required from the accessible parking, and from the passenger loading and unloading zone to the event entrance.
- An accessible route is required within the event.
- An accessible route must be a minimum of 36" in width.
- Accessible routes must be identified with the international symbol of accessibility, including directional arrows, with visibility optimized.

*Temporary ramps that do not exceed an 8.33% grade may be required to provide an accessible route.

SEATING

- If seating is provided, accessible seating and companion seating are required.
- Accessible seating and companion seating areas must be identified using the international symbol for accessibility and placed for maximum visibility.

PORABLE TOILETS

- If portable toilets are provided, they must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.

- The total number of portable toilets to be provided for the event determines the required number of accessible portable toilets in any given area. This number is 5% of the total, but in no event less than one for each location. If a single unit is placed, it must be accessible. The placement of single units will increase the number of accessible portable toilets required for your event.
- An accessible route to each portable toilet is required.
- Accessible portable toilets must be identified with the international symbol of accessibility.

Concerns and/or questions regarding this procedure may be directed to Gloria Carvajal, ADA Coordinator at (305) 416-1790; email: [ADA Coordinator](#)

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