

Procedures for Obtaining a Temporary Road Closure/Blockage Request

The following items are required before issuance of permit:

- Owner's Name, Address & Telephone Number
- Contractor's Name, Address & Telephone Number
- Liability Insurance Carrier
- Property Address of Work Being Performed
- Purpose/Reason for request
- Machinery/Equipment Utilized
- Start and Completion Dates
- Submit a diagram with the request showing the area affected with approximate location of safety devices and equipment
- All work within the pavement or near the traveled way will require traffic control measures to be used pursuant to the Manual of Uniform Traffic Control Devices. These guidelines are strictly a minimum requirement and additional measures may be required by the City prior to or during construction. These may include additional signing, flagmen, police officers, restricted construction hours, etc.
- The applicant or contractor shall notify the City central communications (983-3620) at least 24 hours in advance of closure / blockage. The same shall be responsible for contacting these departments if delays or extensions are needed.
- Approval from the Engineering and Police department is required
- Complete form if portable dumpster or debris container is to be set on street right of way

A new request shall be required if activities have been delayed for more than two days beyond the proposed start date.

The contractor understands that he will be required to replace paving, curbs, sidewalks, drainage facilities and utilities that are damaged by his work.

Office hours for the Engineering Department are 8:00 a.m.-5:00 p.m. Monday-Friday. The office is closed for lunch between 12:00 p.m.-1:00 p.m.

Inspector's office hours are 8:00 a.m.-9:00 a.m. and 1:00 p.m.-2:00 p.m.

Telephone Numbers

Engineering Office	273-3500
Construction Inspector	273-3515
Assistant City Engineer	273-3505

