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|  | Title  Roadway Closure Policy and Procedure | Department  Streets |
| Revision  1.1 | Prepared by:  Kenny Holley, Streets Superintendent | Date Prepared  01/13/2019 |
| Effective Date  05/01/2019 | Reviewed by:  Carrie Jones, Assistant Public Works Director | Date Reviewed  04/17/2019 |
|  | Approve by  Jimmy Moon, Public Works Director | Date Approved  04/29/2019 |

Policy:

It shall be the general policy of the City of Denison to not allow closure, or diversion of any public street to vehicular traffic **(Excluding Emergencies).** However, any request for a street closure or diversion shall be in writing. The request will be evaluated according to the criteria and procedures outlined below. The road closure device will be used to safely reduce vehicle speed and cut-through traffic. The device could be traffic barriers/diverters, or other roadway design features**.**

Purpose:

The City is responsible for the health and safety of all residents and visitors on public streets. To ensure the safety of all residents, the City is requiring a final City-approved plan at least 72-hours prior to a planned street closures by city departments, special events or contracted work. This allow for public notice to be sent out and for a proper detour to be put in place.

Responsibilities:

It is the responsibility of the site supervisor for the road closure to make sure the proper signs and safety equipment are utilized at each street closure. It is the responsibility of the manager of the department or project manager of a contracted project to comply with the 72-hour notice for a street closure. In the event of a request being submitted without the 72-hour notice, it is the Street Superintendent, or designee, who will decide if it will be approved.

Procedure:

1. Procedure for Temporary Road Closure due to Planned Roadway/Utility Construction

1.1. The initial request for the temporary road closure must be directed to: City of Denison at [roadclosurerequest@cityofdenison.com](mailto:roadclosurerequest@cityofdenison.com) at least five (5) business days prior to the requested closure.

1.2. The initial request must include a traffic control plan, proposed dates (start and finish) for closure, the reason for the closure and proposed signage detour plan.

1.3. Staff, including, but not limited to, Public Works, Planning and Public Safety, will review the traffic control plan within one (1) business day of submittal. Staff will either request more information, approve the plan as submitted or deny the request, if necessary.

1.4. In the event of a denial by the Streets Superintendent, or designee, the requestor may appeal the decision in writing to the Public Works Director within 5 days of the notification date. The Director will review the determination and respond to the requestor within 10 days of the appeal request.

1.5. If the temporary roadway closure is approved, the requestor is responsible for ensuring the signs placed on the roadway meet all requirements of the Texas Manual on Uniform Traffic Control Devices. All work zone traffic control signs must be reflectorized with high intensity reflective sheeting.

1.6. Once the signage has been placed, it is the responsibility of the requestor to coordinate an inspection of the signage with the Streets Superintendent prior to any work commencing.

1.7. When the requestor is ready to remove the signage, an inspection of the worksite must be completed by the Streets Superintendent to determine if the site is ready for traffic prior to the removal of any detour signage.

1.8. Staff will determine, based on available traffic data, what level of notification is required to be given to the public.

1. Procedure for Temporary Road Closure due to Unplanned Non-Emergency Roadway/Utility Construction

2.1. The request for the temporary road closure must be directed to: City of Denison at roadclosurerequest@cityofdenison.com at least five (5) business days prior to the requested closure.

2.2. The request must include a traffic control plan, proposed dates (start and finish) for closure, reason for closure and proposed signage detour plan in accordance with Part VI of the Texas Manual on Uniform Traffic Control Devices.

2.3. Once the signage has been placed, it is the responsibility of the requestor to coordinate an inspection of the signage with the Streets Superintendent prior to any work commencing.

2.4. When the requestor is ready to remove the signage, an inspection of the worksite must be completed by the Streets Superintendent, or designee, to determine if the site is ready for traffic prior to the removal of any detour signage.

2.5. Staff will determine, based on available traffic data, what notification to the public is necessary for the proposed road closure.

1. Procedure for Emergency Road Closure

3.1. In the event of an emergency where the health and safety for residents of Denison is in danger, a roadway may be closed temporarily without prior authorization from the City.

3.2. It is the responsibility of the person placing the signage to immediately contact the City of Denison’s Public Works Department and coordinate with the Streets Superintendent, or designee.

3.3. All signage placed on the roadway must meet all requirements of the Texas Manual on Uniform Traffic Control Devices. All work zone traffic control signs must be reflectorized with high intensity reflective sheeting.

3.4. There must be plenty of notice of a complete road closure for drivers to follow the correct detour signs.

3.5. All signage placed must be approved by the Streets Superintendent, or designee, as soon as possible after setting the signs in the roadway.

3.6. When the requestor is ready to remove the signage, an inspection of the worksite must be completed by the Streets Superintendent, or designee, to determine if the site is ready for traffic prior to the removal of any detour signage.

1. Procedure for Special Event Road Closure

4.1. The initial request must be submitted with the Special Event Permit Application with a detour plan.

4.2. Staff will review the road closure request once a complete Special Event Permit Application is submitted. If any revisions or concerns are raised during staff review, the requestor will be notified.

4.3. The final approval for the road closure will be done through the Special Event Permit process.

4.4. If the applicant is placing their own signage, it must meet all requirements of the Texas Manual on Uniform Traffic Control Devices and have approval of signs used from the City.