

## GENERAL INFORMATION

### STREET CLOSING POLICY

This policy is to be established based upon the work location, start-up time, and proposed length of the period of the closing of the public street. The considerations shall include, but not be limited to, the following:

1. The applicant shall indicate the street closing dates, along with alternate dates, depending on the weather conditions.
2. The contractor shall notify the City ten (10) working days prior to the proposed closing date so that the City can inform the public and news media to allow time for a response from them.
3. The City reserves the right to revoke the permit at any time after issuing it without prior notice and without accepting any liability.
4. The applicant shall submit a traffic plan before the issuance of the permit and shall show the exact location of their activities. If that location is in the business area or heavy traffic area by the judgment of the City officials, the applicant shall provide a uniformed policeman to guide the traffic.
5. Prior to issuance of the permit by the City for street closing, it is the City Engineer's Office's responsibility to send a fax, and follow up by telephone call, to the Police Department, Fire Department, Board of Education, Downtown Coordinator (if appropriate) and emergency services. Any conditions reported to the City by the foregoing departments will become part of the permit conditions.
6. During the execution of the permit, the City Engineer shall require his staff to enforce the conditions on the permit.
7. The engineering representative on the job shall have the full authority to take any necessary measures, including but not limited to, shutting down the job, requiring more barricades, requiring police for traffic control and other measures as he may deem necessary.
8. No street closing during holidays, sales days and from Thanksgiving to January 6<sup>th</sup> of each year in downtown or shopping areas of the City, unless by special approval of the City Engineer, or unless emergency repairs of utilities or roadways.

Very truly yours,

Norman Liu, P.E.  
City Engineer

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