



DEPARTMENT OF PUBLIC WORKS

REQUEST FOR TEMPORARY STREET/LANE/PARKING LOT CLOSING

Instructions:

- 1) All Temporary Street/Lane/Parking Lot Closure requests must be received no less than 2 weeks prior to event. Contact Public Works Street Superintendent (540) 332-3892 to determine if Maintenance of Traffic (MOT) Plan is required.
- 2) Public Works Department Office Manager will receive all requests and forward to Public Works Streets Superintendent.
- 3) Public Works Streets Superintendent will approve/disapprove and make additional comments if necessary. Form is forwarded to the Police Department.
- 4) Police Department will approve/disapprove and make additional comments if necessary. Form is forwarded to the Fire Department.
- 5) Fire Department will approve/disapprove and make additional comments if necessary. Form is forwarded to the City Manager.
- 6) City Manager will approve/disapprove and make additional comments if necessary.
- 7) If approved:
 - a) Public Works Department Office Manager will notify the requesting party and the Police Department. The Police Department will notify Dispatch who will notify the Fire Department and Rescue Squad.
 - b) Police Department will place and remove traffic control equipment when approved/authorized by the Chief of Police.

Date Submitted: _____ Received By: _____

Name of Individual or Group: _____

Nature of Event: _____

Closing Requested for Streets(s): _____

from (Point A) _____ to (Point B) _____

*****MUST ATTACH A SKETCH*****

*****MUST ATTACH MAINTENANCE OF TRAFFIC (MOT) PLAN WHERE REQUIRED*****

Date(s) of Requested Closure: _____ Time of Closure: _____

Name of Coordinator(s) _____

Coordinator's Address: _____

Best Phone Number: _____ Email: _____

Email completed form to Joesette Huffman huffmanjc@ci.staunton.va.us