



Street Closure Request Process and Procedures

City of Olympia | Capital of Washington State

Purpose:

The City of Olympia strives to keep streets open to the traveling public, emergency response vehicles, Waste ReSources vehicles, postal carriers, school buses and public transit at all times. Closing streets for construction will be considered a last resort.

Considering a Street Closure?

Submittal of the request should be *a minimum* of three weeks in advance of the actual proposed closure. This allows for the time necessary to go through the street closure request process and achieve the required minimum seven day advance notice to the public requirement.

Who Does What?

Applicant

Complete the Street Closure Request package, including;

- Request form
- Mitigation plan, as necessary
- Traffic control plan, per the Manual on Traffic Control Devices (MUTCD)
- Communication plan

Submit complete package to City Engineer for review and consideration.

City Engineer

Review, approve/deny street closure request.

Step by Step

Step 1: Applicant fills out and submits street closure request to City Engineer. The complete package must include;

- Street closure request form;
 - Description of the need, including duration of anticipated closure
 - Description of impact to:
 - Adjacent residences
 - Adjacent businesses
 - Emergency Response Route(s)
 - Bicycle/Pedestrian Route(s)
 - InterCity Transit Bus Route(s)
 - School Bus Route(s)
 - Waste ReSources Vehicle Route(s)
 - Postal Carrier Route(s)
 - Others, as applicable to request
 - Consideration of alternate closure methods, i.e. ;
 - Flagging two-way traffic
 - Closure in one-direction only
 - Closure for specific phase(s) of work
 - Closure time during the day, open at night (off-peak hours)
 - Night or weekend work
 - Comparison of duration of disruption under closed condition versus open (not full closure)
- Mitigation plan, addressing impact of construction in the vicinity of work, including, but not limited to; detour plan, changes to emergency response

routes, IT bus routes, Waste ReSources collection, school busing, mail delivery, etc.

- Traffic control plan showing entire area impacted by proposed closure. Note: Traffic control plan shall comply with the current Manual on Uniform Traffic Control Devices (MUTCD) <http://mutcd.fhwa.dot.gov/>
- Communication plan. Determine applicable means.
 - Press Release - City to distribute.
 - Website Posting - City to distribute.
 - Portable Message Board - Developer to install/maintain.
 - Other (describe) - TBD
- Note other construction activity/obstructions/closures in the vicinity of the proposed closure, including consideration of special events;
 - Community celebration
 - Church events (weddings, funeral, special event)
 - Parks (scheduled activities, i.e. baseball game/tournament, etc.)
 - Construction project in vicinity
 - Other (describe)
- Other supporting documentation, as necessary.

Step 2: Within two (2) working days of request, a briefing with the City Engineer, Community Planning and Development Representative, and Transportation Representative will be scheduled. This meeting can be conducted in person, or over the phone. The meeting is to provide the applicant the opportunity to outline the proposal and respond to questions City staff may have on the details of the proposed closure.

Step 3: City Engineer reviews request in collaboration with other affected parties (determined on a case by case basis).

- Solicit feedback from;
 - Police
 - Fire
 - Waste ReSources
 - Olympia School District Transportation
 - InterCity Transt
 - Postmaster
 - Other, as applicable

Step 4: Approval or denial letter drafted, applicant notified of decision.

Timeline: The review will be completed within 10 business days after the initial briefing (Step 2), *and* submittal of a complete request package.

Permits: Street Closures are permitted as Right of Way Obstructions and are issued by the Community Planning and Development Department. The fee schedule can be found at <http://olympiawa.gov/documents/CPD/FORMS/EngineeringFees2012.pdf>