



**General Information**

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_  
Contact Information: \_\_\_\_\_  
Project Name: \_\_\_\_\_ Project #: \_\_\_\_\_  
Street(s) to be Impacted: \_\_\_\_\_  
Proposed Closure Dates: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

**Complete All of the Following**

1. Provide a detailed *Traffic Control Plan*\* which clearly depicts the following:
  - A. Limits of street closure (start and end points).
  - B. Methods used to close street. Must meet *Manual on Uniform Traffic Control Devices (MUTCD)* requirements.
  - C. All other applicable MUTCD requirements including addressing ADA accessibility.
  - D. All travel ways being closed:    Sidewalk    Bike Lane    Travel Lane    Parking Lane
  - E. Bicycle / pedestrian accommodations, as applicable.
  - F. Signed detour routes or anticipated alternative travel routes.
  - G. Map depicting locations of concurrent construction projects in the area, as applicable.
  - H. Contact name and number during construction.

*\*Traffic Control Plan for road closure only. All other work within the public right-of-way shall be submitted as a separate traffic control plan.*

2. Describe work to be performed during proposed road closure.

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3. Anticipated impacts to the surrounding street network as a result of the street closure.

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4. Provide methods of mitigating impacts in the area of the street closure.

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5. If adjacent residential or business access/ egress points are affected, provide proof of coordination with building owner and occupant. Required? Yes No

6. Proposed methods to maintain access to businesses and residences in the area of the street closure.

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7. List possible alternatives to a street closure that were considered.

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**NOTICE TO PUBLIC:**

Advance notification of street closure may be required prior to commencing construction. Specific requirements will depend upon location and duration of impact but shall be no less than 5 working days from approval of request.

**DOING WORK DOWNTOWN?**

A minimum of two weeks advance notice is required when proposed street obstruction / closure will impact parking stalls in the downtown area; metered and free / timed. Coordination with Parking Services will ensure project needs are met. For more information go to [www.olympiawa.gov/parking](http://www.olympiawa.gov/parking).

City of Olympia Parking Services  
City Hall; 601 4<sup>th</sup> Avenue E, Olympia WA 98501  
Phone: 360.753.8017  
E-mail: [parkingservices@ci.olympia.wa.us](mailto:parkingservices@ci.olympia.wa.us)

**QUESTIONS ABOUT STREET CLOSURE REQUESTS?**

Contact Fran Eide, P.E., City Engineer  
Phone: 360.753.8422  
E-mail: [feide@ci.olympia.wa.us](mailto:feide@ci.olympia.wa.us)