

TEMPORARY STREET CLOSURE ACKNOWLEDGEMENT FORM

We, the undersigned, **ACKNOWLEDGE NOTIFICATION** of the temporary street closure of

(Street name):_____

from (street name)_____ to (street name)_____

Proposed date(s) and time(s) of Closure:_____

- This street closure is requested by:_____
- Located in City Council District #_____
- We understand that during the time of closure vehicular access to our property, within the closure will be denied, unless special arrangements have been made.
- Acknowledgment in writing from all persons whose property fronts the proposed street closure or whose driveway(s) fronts the street being closed, regardless of whether or not they are participating in the event.
- We understand that the closure may be permitted even if we indicate our own disapproval.

DO NOT SIGN BELOW IF TOP PORTION HAS NOT BEEN FILLED OUT

<u>SIGNATURE</u>	<u>ADDRESS</u>	<u>APPROVAL/DISAPPROVAL</u>
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STREET CLOSURE APPLICATION GUIDE

To meet the needs of the Citizens of San Antonio, the Public Works Department (PW), has developed a process to allow the temporary closure of public roadways for private block parties or other similar usage. The process requires review from PW, the San Antonio Police Department (SAPD) and the San Antonio Fire Department (SAFD). These Departments consider impacts regarding safety, traffic matters, loss of accessibility, public transport and conflicts with other closures. If the reviewing parties approve the request, the permit is issued upon payment of \$100 per block, per day of the closure.

It should be noted that an approval of a Temporary Street Closure is only an approval to close a street temporarily for private use. It does not imply approval for other permits that would ordinarily apply. For example, if alcohol is to be served, a separate application must also be made with the TABC.

The Application must be submitted through the City of San Antonio permit system. Link: <https://aca-prod.accela.com/COSA/default.aspx> . The application must be completely filled out, and a sketch of the proposed closure must be provided to initiate the review/approval process.

A guide is provided below to assist the Applicant:

Lines 1 through 7: Provide the requested information.

Line 8: The Applicant is required to provide the necessary barricading for the proposed street closure. The City does not provide the barricades. Per the Texas Manual of Uniform Traffic Control Devices, (TMUTCD) the placement of the barricades must be provided by persons certified in the placement of barricades. Please provide, on Line 8, the name of the Certified Barricade Company to be used for the closure, or copies of the certificates for the persons selected to place the barricades. Provide the telephone number of the company or individual supervising the placement of the barricades. Plans for the placement of barricades are designed by persons certified to design Traffic Control Plans (TCP's) in the State of Texas. All plans must conform to the regulations set forth in the TMUTCD. In most cases, the Texas Department of Transportation has Standard Details which can be referenced for the traffic control. If the standards apply, the Certified Barricade Company can use the standards to apply the traffic control, and no special plan needs to be developed. On occasions when the City feels that special conditions apply, a TCP will have to be provided by the Applicant. Examples of special conditions may include, but not be limited to:

- Access to private properties;
- Special detours, particularly for commercial vehicles;
- Special control for pedestrian movements, especially ADA;
- Accommodations for VIA or other public transport;
- Placement of (lighted) Dynamic Message Boards for a week in advance to warn drivers, on high volume roads, of the upcoming closure;
- The resolution of conflicts with other road closures; and
- Closures that are planned to occur in phases.

Line 9: In the event that either PW or SAPD determines that off-duty Certified Peace Officers, preferably Traffic Officers, are required to assist with the traffic control, the Applicant must provide them as needed. These officers shall not be co-utilized for event security within the closure. Provide the requested information for the Supervisor of the off-duty Traffic Officers on Line 9.