

Engineering Department



Permission to Temporarily Close Road Procedures for CONSTRUCTION

Revised 8/15/2016

1. All Temporary Road Closures must be approved by the City of Jackson's Engineering Department located at 117 E. Main Street, Suite 206 Jackson, TN 38301, 2nd floor at City Hall. Office number is 731-425-8221. Fax number is 731-425-8209. To e-mail your request, please e-mail Scott Chandler at schandler@cityofjackson.net or Sharon Smith at ssmith@cityofjackson.net.
2. Applicant must complete either "Permission to Temporarily Close Road for Construction" form. See attached permission form. There is no fee associated with this form.
3. **All plans for closing lanes or entire state routes within the city limits of Jackson, Tennessee, should be submitted to the Tennessee Department of Transportation (TDOT) 30 days prior to the closure date, for review of any conflicts with TDOT operations. Contact the Tennessee Department of Transportation (TDOT) office of Jason Moody at 731-935-0183, or Scott Pate at 731-935-0100.** State routes in the City Limits are Highland Avenue, Hollywood Drive, Airways Boulevard, Chester Street, Highway 70 (east side), 45 Bypass, North Parkway and I-40. (**Note: I-40 and US-45 Bypass are under sole TDOT jurisdiction.**) However, applicants are still required to obtain a permit to temporarily close road from the Engineering Department for all streets in the City of Jackson.
4. **Some road closures that involve heavily traveled roads through Jackson, such as Carriage House Drive, Channing Way, Oil Well Road, Vann Drive, Royal Street, Forest Avenue, etc., that the City Engineer, for the City of Jackson, deems as a heavy traffic area may require Police Department presence at the closure to enforce "obedience to any required traffic-control device."** If required, contact Captain Ron Adams at the Jackson Police Department at 731-425-8469 or email your request to radams@cityofjackson.net for availability and the cost of "extra duty officers."
5. Applicant **must complete** this form and give as much information about the closing as possible. Additional information may be requested.
6. Applicant should send maps of alternate traffic routes, depicts signage/barriers and all other traffic control items to be used during the closure.
7. Applicants are responsible for any cones, signage/barriers/barricades as required in the MUTCD regarding traffic control.
8. We require **advance notice** prior to the road closure unless it is an emergency situation. The City Engineer will make that determination based on the situation, so notify us as soon as possible.
9. The application then goes to the City Engineer to review and copies sent to the Police and Fire Departments for any comments, issues or questions.
10. Once the Engineer approves the temporary road closure, we will fax or send a copy to the applicant to have in his/her possession on the day of the closing.

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11. Once the City Engineer authorizes the closure, we will send email to “TempRoadClosureGrp”, which includes City Police & Fire departments, schools, School bus garage, ambulance authority, City & County Mayors, Sheriff Dept., Media, etc.
12. If it is an emergency temporary road closing, the Engineer would still have to approve it and would allow the closure of one side of the street/road without a completed form, but not both lanes. You can call an emergency temporary road closure for approval, but if both lanes will be closed, you must follow up and complete a form.
13. Everyone requesting a temporary road closure is **required** to submit a **“Certificate of Insurance”** for General Liability coverage in the aggregate amount of \$1 million, which is \$300,000 in Property Damage and \$700,000 in Bodily Injury and Auto Liability insurance in the amount of \$1,000,000.00. All “Certificates of Insurance” must clearly state “The City of Jackson is additional insured” for general and auto liability.
14. Failure to comply with any of the rules for permission to temporarily close a road within the Jackson city limits may be subject to denial of the road closure by the City Engineer.

PERMISSION TO TEMPORARILY CLOSE ROAD FOR CONSTRUCTION



ENGINEERING
 117 E. Main Street, Suite 206
 Jackson, Tennessee 38301

Requested by: _____

Phone: _____

Requested Street Closure:		FROM		TO	
How many lanes:		Date/Start Time:		Date/End Time:	
How many lanes:		Date/Start Time:		Date/End Time:	
How many lanes:		Date/Start Time:		Date/End Time:	
How many lanes:		Date/Start Time:		Date/End Time:	

Note: We require at least seven (7) days notice prior to event (unless EMERGENCY). Notice is needed for extension of road closure.

Purpose of Closing: _____

Note: All traffic control shall be in accordance with the latest edition of the "Manual on Uniform Traffic Control Devices" for streets & highways as required by the City of Jackson Ordinance, Title 15, Section 15-104. Contractor will assume all liability for duration of the project.

Contractor's Name:			
Contact Person:		Contact Phone #:	
Contact Address:			
Group Name:		Email address:	
**SIGNATURE:			

- Check items that apply:
- | | | |
|---|---|--|
| Traffic Control: <input type="checkbox"/> | Signage: <input type="checkbox"/> | Cones: <input type="checkbox"/> |
| Barricades (lighted) <input type="checkbox"/> | Flaggers: <input type="checkbox"/> | Restricted Hrs: <input type="checkbox"/> |
| Pedestrian Walkway: <input type="checkbox"/> | Amber warning lights (night work): <input type="checkbox"/> | Cert. of Ins. <input type="checkbox"/> |

Comments By Engineering Department: _____

Approved By Engineer: _____

Denied by City Engineer: _____

 Scott Chandler, City Engineer