



Permission to Temporarily Close Road Procedures for EVENTS

Revised 8/26/2016

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 "Permission to Temporarily Close Road for Events" forms. See attached permission 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 the City of Jackson.
4. If you want to schedule your event in downtown Jackson, applicant must first contact Jackson Downtown Development Corporation (JDDC) to schedule the event on their calendar of events to ensure availability of the date and location downtown. Contact Matt Altobell at maltobell@cityofjackson.net or call the office at 731-935-9589.
5. **Cones or barrels are no longer acceptable barriers to block off streets for a temporary road closure at all events.**
6. **All road closures for EVENTS that supports a crowd of people in the street are NOW required to have Police Department presence at the intersections of the closure to enforce "obedience to any required traffic-control device." Before the Engineering Department approves the temporary road closure for any event, contact Captain Ron Adams at the Jackson Police Department at 731-425-8469 or Lt. Robert Gambill at 731-425-8213 for availability and the cost of "extra duty officers." When Engineering receives confirmation from the Police Department, only then will the temporary road closure be approved by the City Engineer.**
7. Applicant must complete this form and give as much information about the closing as possible. Additional information may be requested.
8. Applicant should send maps of alternate traffic routes, depicts signage/barriers and all other traffic control items to be used during the closure.
9. We require at the least, a **seven (7)-day advance notice** prior to the road closure.
10. All applicants 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

Engineering Department

- “Certificates of Insurance” must clearly state “**The City of Jackson is additional insured**” for general and auto liability.
11. For **all events**, if beer/alcohol is served or sold, you must apply for a beer permit and must be approved by the City of Jackson’s Beer Board prior to the event. For more information on beer permits, contact Angela Turner at 731-425-8211. If you obtain a beer permit, you are required to have Liquor Liability “Certificate of Insurance” in the amount of \$2 million.
 12. Once the Engineer approves the temporary road closure, we will fax or email a copy to the applicant.
 13. Once the City Engineer approves the temporary road closure, we will send out an email to “TempRoadClosureGrp”, which includes City Police & Fire departments, schools, School bus garage, ambulance authority, City & County Mayors, Sheriff Dept., Media, etc. for public notice of the road closure.
 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.

NOTE: The Police Department will handle all events that require people to be on the streets for a period of time, such as parades, 5k/marathon runs, event walks, bicycle rides, etc. These events normally do not require a temporary road closure. Contact the Police Department, Capt. Ron Adams at 731-425-8469. The Police Department issues permits only for police escorts during these types of events.



PERMISSION TO TEMPORARILY CLOSE ROAD FOR EVENTS 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. Notice is needed for extension of road closure.

Purpose of Closing: _____

Note: Event Organizer will assume all liability for duration of the event.

Event Name:			
Contact Person:		Contact Phone #:	
Contact Address:			
Group Name:		Email address:	
**SIGNATURE:			

Check items that apply:

Police Controlled

Police Dept. Verified by: _____

(Extra-Duty Officers) How many: _____

Date Verified: _____

Cert. of Ins.

Volunteers:

Cones, barrels or light barriers are no longer acceptable to use for temporary road closures.

Comments By Engineering Department: _____

Approved By Engineer: _____

Denied by City Engineer: _____

Scott Chandler, City Engineer