

Board of County Commissioners

Leon County, Florida

Policy No. 17-1

Title: Public Notification of Road Closing and Road Closure Request Procedure
 Date Adopted: February 7, 2017
 Effective Date: February 7, 2017
 Reference: N/A
 Policy Superseded: Policy No. 93-34 "Public Notification of Road Closing", adopted January 12, 1993 and Policy No. 98-22 adopted October 13, 1998

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 98-22, entitled "Public Notification of Road Closing," adopted by the Board of County Commissioners on October 13, 1998, is hereby repealed and superseded, and a new policy is hereby adopted in its place, to wit:

A. **Planned Closings**

When any County road is to be completely closed to traffic because of maintenance, construction or planned events for 24 hours or longer, the following guidelines shall apply.

1. When the Public Works Director or his/her designee determines that it is in the best interest of safety to the general traveling public, a roadway shall be closed only upon the proper detour signing and barricading as per the latest Federal Highway Administration Manual on Uniform Traffic Control Devices and Florida Department of Transportation Standards and Specifications.
2. Seven (7) days prior to any planned roadway closing, a sign, erected by the contractor, stating the date of closing, shall be erected at the limits of the construction on the roadway and at the major intersections of all roads inside the limits of activity on roadway.
3. At least seven days prior to any planned roadway closing, to ensure the safety and welfare of the general traveling public, the contractor or utility provider to which the road closing has been granted, shall in form organizations on a list maintained by the County's Public Information Officer. Each organization will be advised by a letter which will provide all the necessary details of the planned construction. The letter shall be submitted to, and approved by, the Public Works Director or his/her designee prior to its release.

B. **Unplanned or Unscheduled Maintenance and/or Emergency Closing (During or After Normal Duty Hours)**

In case adequate notification of a road closing is not received by the Public Works Department, or if any emergency (during or after normal duty hours) causes a County road

to be completely closed to traffic for any reason for 24 hours or longer, notification of such closing, including all detour routes, will be made by telephone, as soon as possible, to media organizations, the Public Works Director and the County Administrator.

C. Road Closure Request Procedure

(i) Lane Closure or a Full Road Closure less than 24 consecutive hours

1. Any lane closure or a full road closure less than 24 hours shall be requested a minimum of 14 calendar days prior to the proposed closure date.
2. All required documentation for the closure request includes, but is not limited to, one completed road closure application form, the reasons to close the road, scope of the work, certified Maintenance of Traffic (MOT) Plan, and road closure dates and times, duration of the closure, and a certificate of insurance showing Leon County as an additional insured under the applicant's General Liability policy.
3. The MOT plan must be certified by a Professional Engineer (PE) registered in the State of Florida or a professional possessing a current Advanced MOT certificate issued by the Florida Department of Transportation. The proof of the PE license or Advanced MOT certificate shall be included in the road closure application package for review.
4. All conditions under Paragraph A will apply to any lane closure within the road closure zone as a result of the applicant's work activities.
5. The applicant agrees to repair any damages to the infrastructures within the road closure zone as a result of the applicant's work activities.

(ii) Full Road Closure equal to or longer than 24 consecutive hours

1. When a full road closure is requested, the applicant must evaluate all alternatives to build the project without the full road closure. The full road closure has to be the last resort for public safety.
2. Other than compliance with Paragraph A of the policy, any full road closure equal to or more than consecutive 24 hours, a road closure application must be submitted to the Public Works Department for review and approval 21 calendar days prior to the proposed closure.
3. The application shall include, but not be limited to, one completed road closure application form, the reasons to close the road, scope of the work, certified MOT Plan, and road closure dates and times, duration of the closure, and a certificate of insurance showing Leon County as an additional insured under the applicant's General Liability policy.
4. The MOT Plan must be certified by a PE registered in the State of Florida or a professional possessing a current Advanced MOT certificate issued by the Florida Department of Transportation. The proof of PE license or Advance MOT certificate shall be included in the road closure application package for review.
5. All conditions under Paragraph A will apply to any full road closure.

6. The applicant agrees to repair any damages to the infrastructure within the road closure zone as a result of the applicant's work activities.

D. Road Closure Request for Construction Work Unrelated to Public Service

In addition to requirements in Paragraphs A and C, any road closure request application for construction activities that are unrelated to public service shall include a cost estimate for the work within the road closure zone.

1. Based on the cost estimate for the work within the road closure zone, Public Works staff will assess potential damages to the public when the road cannot be re-opened before the road closure expires.
2. The assessed potential damages will be based on an assumed 21-calendar day delay, and will be paid by the applicant in a form of surety before the road closure request is approved. If the delay is less than 21 calendar days, the applicant will be reimbursed for the remaining time before the 21st day ends. If the road is re-opened on time or ahead of the originally approved schedule, the applicant will receive the full reimbursement of the assessed potential damage.
3. When the road is re-opened later than the 21-calendar days after the approved road closure time, the applicant will not be allowed to apply for any road closure again from the County for two years.
4. The road closure may be extended because of inclement weather or unforeseen site conditions.
5. The permittee shall make a request for the road closure time extension because of inclement weather or unforeseen site conditions. County staff will continually monitor the effects of weather and when found justified, grant time extensions. Unforeseen site conditions may include underground utility conflicts, poor soil conditions, and unexpected structure failure within the road closure zone. The unforeseen site conditions will have to be reviewed and accepted by the County staff before the time extension can be granted.