



Leon County Road Closure Request

Leon County Department of Public Works
2280 Miccosukee Road
Tallahassee, FL 32308
Tel: (850) 606-1500
Fax: (850) 606-1501

Lane closure hours M-F 9am to 4pm, 6pm to 6am
No closures on home FSU/FAMU football game weekends
or any special events

Work location: _____

Type of work: _____ Work hours: _____

Applicant Name: _____

Address: _____ Telephone: _____ Fax: _____

E-Mail Address: _____

Note: For extension of this Road Closure, call (850) 606-1500

Date of Road Closure to begin: _____ Scheduled completion date: _____

Check the Type of the Road Closure

- This a Lane Closure Request
- This a Full Road Closure less than 24 consecutive hours
- This is a Full Road Closure equal to or longer than 24 consecutive hours

Checklist for required documents

- Written Scope of work
- Reasons for the Road Closure
- Certified Maintenance of Traffic Plan
- Certificate of Insurance showing Leon County as an additional insured under the applicant's General Liability policy
- Proof of Florida Professional Engineer License or Advanced MOT certificate issued by Florida Department of Transportation
- Construction Cost Estimate for the work within the road closure zone if the work is related to a new subdivision development

Special Conditions:

1. The applicant agrees to repair any damages within the road closure zone as a result of the applicant's work activities.
2. All conditions and requirements in the Leon County Policy for Public Notification of Road Closing and Road Closure Request Procedure apply to the permit.

"People Focused. Performance Driven"



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3. The surety amount for potential delay in re-opening the road will be determined based on the estimated construction cost. Leon County Public Works staff will notify the applicant of the surety amount once determined. The permit will be issued upon receipt of the surety when all other conditions are met.
4. All warning devices (cones, barricades, signs, etc.) must comply with design standards and shall be erected as directed in the Manual on Uniform Traffic Control Devices and /or the Florida Department of Transportation Roadway and Traffic Design Standards, and Standard Specifications for Roadway and Bridge Construction.
5. 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.
6. Other Special Conditions as specified in the approved memo or letter.

Special attention shall be paid to the following items:

- ❖ Utilize flag persons, barricades, cones, or other warning devices as shown on the attached MOT Plan.
- ❖ Do not obstruct the view of any traffic signal, sign, or other traffic control device.
- ❖ Open excavations must be adequately protected at night with barricades and warning lights / or other devices, as required.
- ❖ Open excavations in pedestrian areas must be covered at all times with plywood or metal in addition to all other requirements.
- ❖ No equipment or debris shall remain in open traffic lanes or impede traffic at any time. Workers shall not at any time be located in open traffic lanes.
- ❖ Notify all affected residents of construction plans and approximately how long the area will be affected, especially if their access is impeded.
- ❖ At least ½ of the street shall be open at all times, unless otherwise approved.
- ❖ Excavations must be back-filled or steel plated at night: the entire street is to be open and suitable to carry normal traffic at night, unless otherwise approved.
- ❖ Establish and maintain detour route as shown on attached sketch.
- ❖ Construct and maintain pedestrian walkway as shown on attached sketch.
- ❖ Sidewalk or parkway within the right-of-way may be closed on one side of the street at a time.
- ❖ All signs must be removed at the conclusion of the work. Signs, which remain in the street for a period of more than 12 hours after completion of construction, may be removed and stored by Leon County Operations Division. These signs will not be released to the owner until a labor / storage charge of \$5.00 per sign is paid to Leon County.

Other requirements:
