



Washington County
 Department of Land Use & Transportation

Proj. # _____ <i>Office use only</i>

Temporary Road Closure Application

(Not to exceed 30 days per R&O No. 17-139)

Project Name: _____	Date of Application: _____
Facility Permit No. or Right-of-Way Permit No. (If applicable): _____	
Affected Road: _____	
Closure Limits: From _____	To _____
Effective Date: From _____	To _____
IMPORTANT: Attach Detour Map & Traffic Control Plan Minimum 7 Days Advance Posting (14 days for Arterial Roads) is Required	

Reason for Closure: _____

Applicant or Contractor: _____

Tel: _____ Fax: _____ Cell: _____

E-mail: _____

24-Hr Emergency Contact: _____ Cell: _____

The applicant has read and understands all provisions and requirements described on Page 2.

Applicant's Signature (required): _____ Date: _____

For office use only:

Reviewing Engineer: _____ Tel: _____

Technician/Inspector: _____ Tel: _____

Recommendation:

Incomplete
 Denied
 Approved
 Approved with Conditions

Comments: This permit consists of _____ pages. _____

Authorized by County Engineer (< 15 days): _____ Date: _____

Authorized by LUT Director (15-30 days): _____ Date: _____

Applicant Notification by: _____ Date: _____

<input type="checkbox"/> Applicant	<input type="checkbox"/> Traffic Tech	<input type="checkbox"/> Traffic PIO	<input type="checkbox"/> OPS PIO	<input type="checkbox"/> OPS - Inspections
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Page 2

Description:

This form is intended for the temporary closure of any County road for up to 30 days (per Resolution and Order No. 17-139). Applications must be submitted at least four (4) weeks prior to the actual date of closure. Complete submittals include this application, a traffic control plan and a \$1,000 check delivered to the Traffic Engineering Section. Traffic Engineering staff shall notify other affected county divisions.

Upon review of the application for completeness, staff will assess the need for the road closure and will review the traffic control plan.

Upon approval by the Director or his/her designee the applicant will be responsible for installing and covering the appropriate signs following all Washington County and Manual on Uniform Traffic Control Devices (MUTCD) guidelines. Washington County staff will verify sign installation prior to the road closure and reserves the right to make any changes as deemed necessary.

IMPORTANT

- The applicant shall include a \$1,000 administrative deposit with this application. Checks shall be made payable to Washington County. All costs of the road closure will be deducted from this deposit. **Any remaining balance will be refunded or any additional charges will be billed to the applicant. Contact Traffic Engineering with billing questions.**
- The applicant shall ensure that advance signs are posted a minimum of 7 days prior to the closure of the road (**14 days for roads with a functional classification of Arterial, refer to: www.co.washington.or.us/tsp**)
- Notification of appropriate public (fire, medical, public safety, schools, transit, post office, etc.) and private agencies impacted by the road closure must be coordinated by the applicant. A contact list will be available upon applicant's request to assure adequate and timely notification of those impacted. Properties directly impacted by the proposed project must be contacted by the applicant.
- The Director of Land Use & Transportation, or designee, is responsible for notifying the Board of County Commissioners of the proposed closure and progress of work in a timely manner, and has the final authority to modify, change or revoke the permit if deemed necessary.
- The applicant remains fully responsible, at all times, for safety of the work zone, maintenance and upkeep of the signs, and road closure devices used. Upon reopening of the road, the applicant is responsible for the removal of all signs, barricades, etc., and notification of County staff.
- In the event that closure of a road is to be extended, a minimum of seven days advance notification and approval by the Director, and/or Board of County Commissioners is necessary. An additional \$1,000 deposit will be required for the extension.
- Road closures that extend beyond the permit period will be in violation of County ordinances and the \$1,000 administrative deposit will be forfeited. Also it will be reported to the Director of LUT and/or Board of County Commissioners for review and assessment of additional appropriate actions.

Return application, traffic control plan and check to:

Traffic Engineering
1400 SW Walnut Street – MS 17
Hillsboro, Oregon 97123-5625

503-846-7950

All road closures more than 30 days shall be authorized by the Board of County Commissioners.