

TRANSPORTATION DEPARTMENT

CONSTRUCTION TEMPORARY STREET CLOSURE & TRAFFIC CONTROL REQUEST FORM

If you wish to request traffic control for a construction project, you are required to submit the following information to the Transportation Department at least 30 days before the proposed event. A Traffic Control Plan is required to be submitted in conjunction with the completed request in order to prevent processing delays. All traffic controls will be evaluated based on current MUTCD standards.

Event Information	Today's Date: _____
	Project: _____
	Organization: _____
	Start Time: _____ End Time: _____
	Start Date: _____ End Date: _____
	Project Manager: _____
	Telephone Number: <u>Daytime</u> _____ <u>Evening</u> _____
Does this project have an approved construction permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the requested closure/restriction involve a state highway? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Requested Action	Request for: <input type="checkbox"/> Lane Restriction <input type="checkbox"/> Parking Restriction <input type="checkbox"/> Full Street Closure
	Please describe the requested action below and attach a Traffic Control Plan that clearly identifies traffic devices used and their spacing.

Approvals:	Special Conditions:
ODOT _____	_____
Police _____	_____
Fire _____	_____
Traffic _____	_____
Transportation _____	_____
City Manager _____	_____

Please direct all inquires to:
 City of Stillwater Transportation Department, 723 S. Lewis, Stillwater, OK 74075
 Attention: City Engineer / Telephone: 742-8261 / Fax: 742-8324

**CITY OF STILLWATER
CONSTRUCTION TEMPORARY STREET CLOSURE
&
TRAFFIC CONTROL REQUEST PROCEDURE**

1. Construction Temporary Street Closure & Traffic Control Request Form submitted to City Engineer.
2. The City Engineer will forward completed Request to Police, Fire and Traffic for review, comments and approval within 7 calendar days.
3. Upon receipt of input from Police, Fire and Traffic, the City Engineer will prepare a recommendation to the Transportation Director or will contact the requester to obtain additional information if needed to complete the evaluation and make a recommendation.
4. The Transportation Director will review the Request and the City Engineer's recommendation within 7 calendar days and provide a recommendation to the City Manager.
5. The City Manager will review the Request, Transportation Director's recommendation within 7 calendar days.
 - a. If the City Manager approves the Request, work will be scheduled to implement the request.
 - b. If the City Manager denies the Request, the City Engineer will notify the citizen in writing of the denied request and reasons why it was not approved.
6. If the City Manager denies the Request, the City Manager's decision may be appealed to the City Council in writing through the City Engineer. The aggrieved party must submit a written appeal within 10 calendar days after the citizen has been notified that the City Manager decided to uphold the denial of the request.
 - a. The City Council will review the Request and the Transportation Director's recommendation at the next available Council meeting.
 - b. If the City Council overrules the decision to deny, the form will be forwarded to Police, Fire and Traffic for review and approval within 7 calendar days. Upon receipt of approvals from Police, Fire and Traffic, work will be scheduled to implement the request.
 - c. If the City Council upholds the decision to deny, the City Engineer will notify the citizen in writing of the denied request and reasons why it was not approved.

**City of Stillwater
Construction Temporary Street Closure & Traffic Control Request**

