

Proj. # \_\_\_\_\_



# City of Dade City

Department of Public Works

## Temporary Road Closure Application

Project Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Facility Permit No. or Right-of-Way Permit No. (If applicable): \_\_\_\_\_

Affected Road(s): \_\_\_\_\_

Closure Limits: From \_\_\_\_\_ To \_\_\_\_\_

Effective Date: From \_\_\_\_\_ To \_\_\_\_\_

**IMPORTANT: Attach Detour Map & Traffic Control Plan  
Minimum 7 Days Advance Posting is Required**

Reason for Closure: \_\_\_\_\_

Applicant or Contractor: \_\_\_\_\_

24-Hr Emergency Contact: \_\_\_\_\_ e-mail: \_\_\_\_\_

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

Applicant's Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

***For office use only:***

Date Received: \_\_\_\_\_

Public Works: \_\_\_\_\_ Date: \_\_\_\_\_

Police: \_\_\_\_\_ Date: \_\_\_\_\_

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**Recommendation:**

- Incomplete     
  Denied     
  Approved     
  Approved with Conditions

Comments: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

## Temporary Road Closure Application

### Page 2

#### Description:

This form is intended for the temporary closure of any City road. Any applicant who wants to close a City Road, for the specific purpose of completion of a project must file this form at least four (4) weeks prior to the actual date of closure along with a traffic control plan and detour map with the City's Public Works Department. Staff shall notify other affected departments.

Completed application packages may be emailed to [tmauriello@dadecityfl.com](mailto:tmauriello@dadecityfl.com) or submitted in person to City Hall 38020 Meridian Avenue, Dade City, FL 33525.

Upon review of the application for completeness, the designated staff will assess the need for the road closure and the necessary length of time necessary to complete the work.

Upon approval by the City Manager or designee the applicant will be responsible for installing and covering the appropriate signs following all Florida Department of Transportation (FDOT) and Manual on Traffic Control Devices (MUTCD) guidelines. City 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 ensure that advance signs are posted a minimum of 7 days prior to the closure of the road
- 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 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 City staff.
- In the event that closure of a road is to be extended, approval by the City Manager or designee is necessary.

For more information contact:           Public Works Department 352-523-5050 x420