



# **GUIDELINES FOR ROAD CLOSURE PERMITS**

**LAND DEVELOPMENT DIVISION**

REVISED JUNE 2018

## ROAD CLOSURE PERMIT GUIDELINES FOR SPECIAL EVENTS AND CONSTRUCTION PROJECTS

- 1) A Road Encroachment Permit is required for any proposed road closure within unincorporated LA County.
- 2) Complete and submit the online Road Encroachment permit application in EPIC-LA at <http://epicla.lacounty.gov/SelfService/#?home>. We recommend submitting the application **at least 35 days prior** to the requested closure date to allow adequate review and processing time. The permit application must include:
  - a. A Certificate of Liability Insurance showing documentation of liability insurance coverage in the amount per the latest “Green Book” requirements. The County of Los Angeles shall be named as co-insured, noted on a separate Additional Insured Endorsement Form referencing the general liability insurance policy number shown on the Certificate of Liability Insurance. insurance requirements are available from the Permit Center <http://dpw.lacounty.gov/permits/>.
  - b. If someone other than the owner is applying, a Letter of Authorization designating an agent, contractor, or other organization to act as an agent on behalf of the owner/applicant in all matters related to obtaining the road encroachment permit.
  - c. A completed Road Closure Permit Consent Form showing concurrence for the proposed road closure by the local LA County Sherriff’s Station, LA County Fire Station, and California Highway Patrol (CHP).
  - d. A completed Road Closure Permit Consent Form with the approval of ALL residents or occupants along the segment of the street to be closed. For construction projects or County endorsed events, evidence of community outreach such as a flyer or doorhanger with details of the event and road closure, and a map or list of properties/addresses for which the flyer or doorhanger was distributed, may be accepted in lieu of the Road Closure Permit Consent Form.
  - e. Traffic Control Plans (TCP), which include a detailed plan view showing the entire length of the proposed traffic control set-up with placement of all required/proposed devices and signage. The TCP shall be compliant with the latest California Manual on Uniform Traffic Control Devices (California MUTCD). **TCPs for all major streets must be stamped and signed by a registered Civil Engineer.** Other road closures may require the same.
- 3) Applicant shall coordinate detours with any affected transit agency if there is a bus route(s) along the street to be closed. Notification to the transit agency must be provided at least 48 hours in advance of the road closure.

- 4) Applicant must provide the necessary barricades, delineators, signage, etc. to effectuate the closure, including parked vehicles and other solid barricades placed across the entire street width. All traffic control devices shall conform to the latest California MUTCD or otherwise shown on the approved TCP.
- 5) All applicable permit fees will be assessed upon review of the submitted documents. Invoiced fees must be received prior to processing the permit application. Permit fees include but are not limited to the following: a non-refundable processing and issuance fee, inspection fee, TCP review fee (if applicable) and a refundable security deposit to ensure street clean-up.
- 6) Road closures for moving events (parade, running event, bicycle event) require a permit from the Sheriff per Title 15, Chapter 15.88.

# FORMS

PUBLIC SAFETY AGENCY CONSENT FORM

ROAD CLOSURE PERMIT CONSENT FORM

Los Angeles County Department of Public Works  
Public Safety Agency Consent Form

We are aware of the planned closure of \_\_\_\_\_ between  
(STREET NAME)  
\_\_\_\_\_ and \_\_\_\_\_ from  
\_\_\_\_\_ to \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_.  
(DATE) (DATE) ( AM / PM ) ( AM / PM )

**We have no objection to the proposed closure.**

**Los Angeles County Sheriff**

\_\_\_\_\_  
(print)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Station

**Los Angeles County Fire Department**

\_\_\_\_\_  
(print)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Station

**California Highway Patrol**

\_\_\_\_\_  
(print)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Station

Los Angeles County Department of Public Works  
Road Closure Permit Consent Form

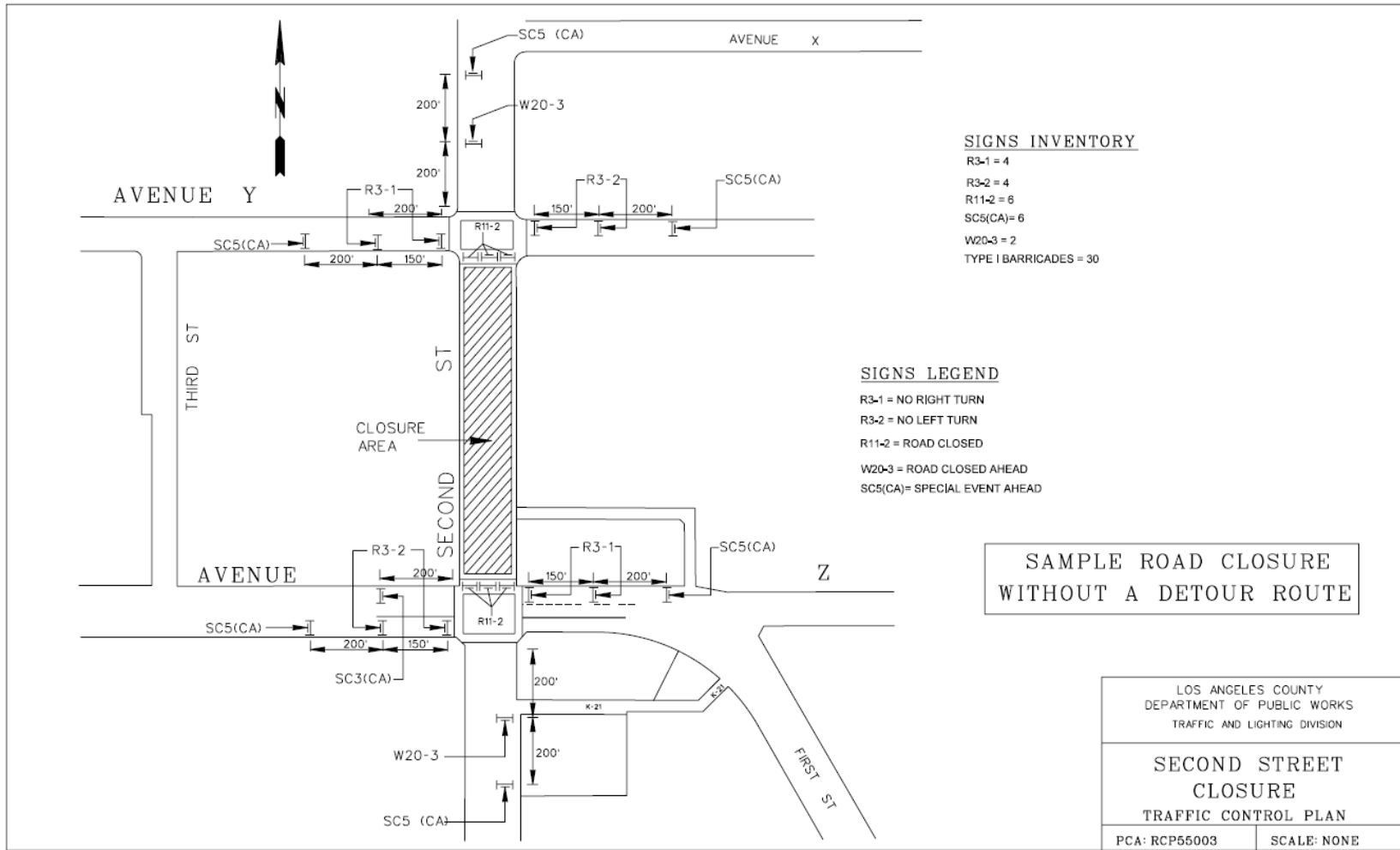
We are aware of the planned closure of \_\_\_\_\_ between \_\_\_\_\_  
( STREET NAME ) ( STREET NAME )  
and \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_.  
( STREET NAME ) ( DATE ) ( AM/PM ) ( AM/PM )

**We have no objection to the proposed closure.**

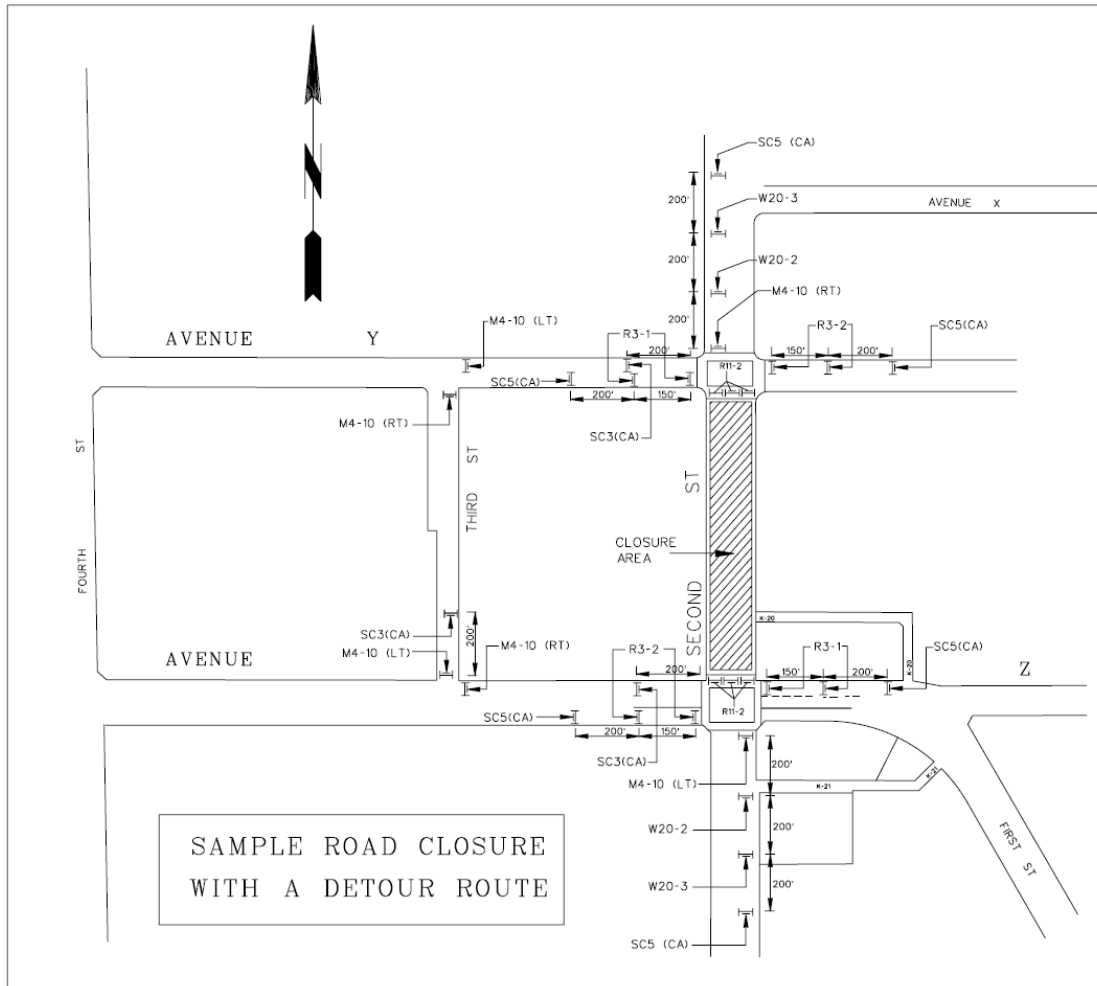
<u>Street Address</u>	<u>Name ( Please Print )</u>	<u>Signature</u>	<u>Phone No.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

# **SAMPLES**

## **TRAFFIC CONTROL PLAN SAMPLES**







**SIGNS INVENTORY**

- R3-1 = 4
- R3-2 = 4
- R11-2 = 6
- W20-2 = 2
- W20-3 = 2
- M4-10(LT) = 3
- M4-10(RT) = 3
- SC5(CA) = 6
- SC3(CA) = 3

TYPE I BARRICADES = 30

**SIGNS LEGEND**

- R3-1 = NO RIGHT TURN
- R3-2 = NO LEFT TURN
- R11-2 = ROAD CLOSED
- W20-3 = ROAD CLOSED AHEAD
- W20-2 = DETOUR AHEAD
- M4-10(LT) = DETOUR, TURN LEFT
- M4-10(RT) = DETOUR, TURN RIGHT
- SC3(CA) = DETOUR, STRAIGHT
- SC5(CA) = SPECIAL EVENT AHEAD

LOS ANGELES COUNTY  
DEPARTMENT OF PUBLIC WORKS  
TRAFFIC AND LIGHTING DIVISION

**SECOND STREET  
CLOSURE  
TRAFFIC CONTROL PLAN**

PCA: RCP55003

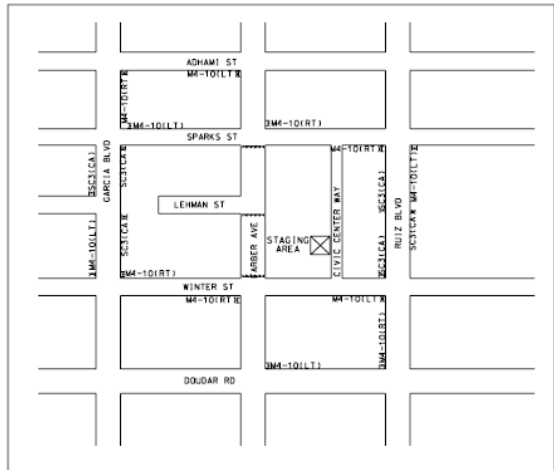
SCALE: NONE

LOS ANGELES COUNTY  
DEPARTMENT OF PUBLIC WORKS  
TRAFFIC CONTROL PLAN

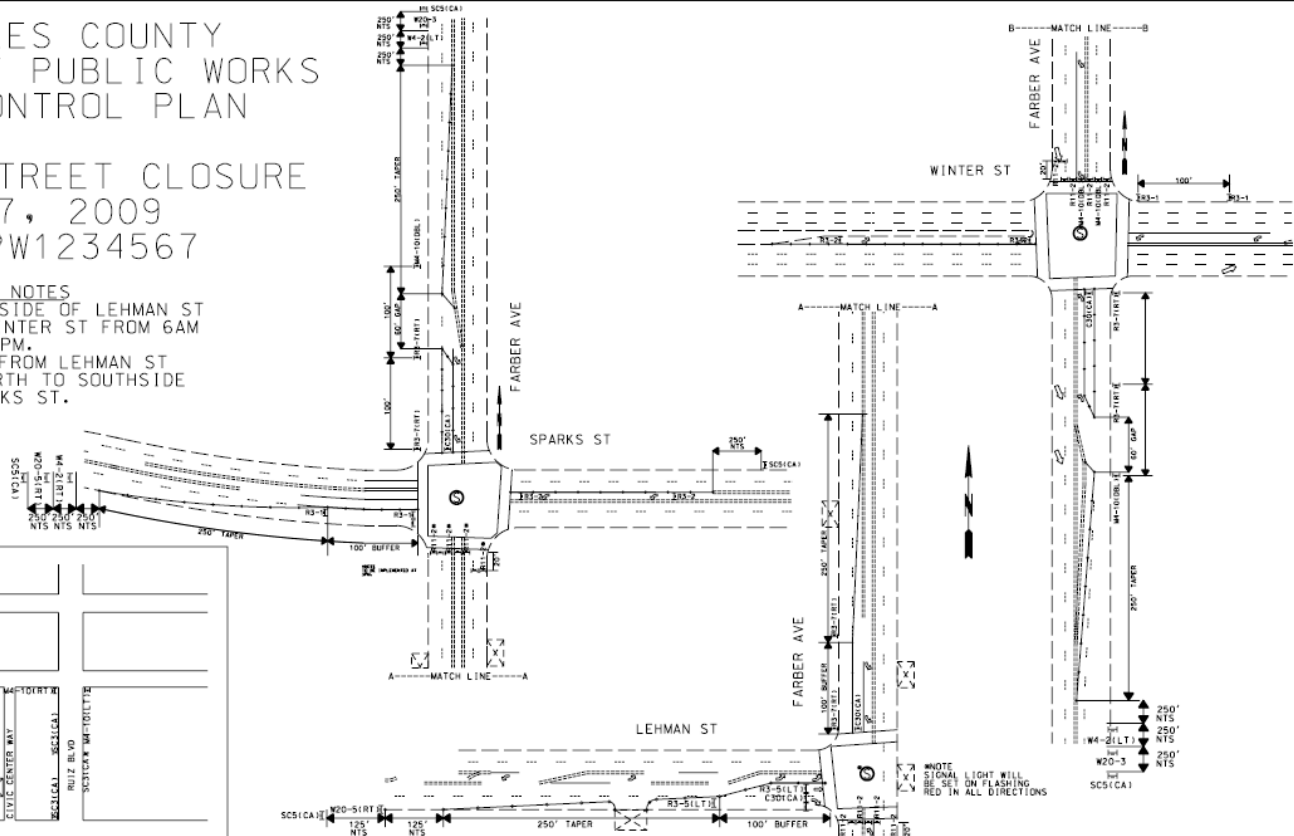
FARBER AVE STREET CLOSURE  
JUNE 27, 2009  
PCA - DPW1234567

**GENERAL NOTES**  
CLOSURE FROM SOUTHSIDE OF LEHMAN ST  
TO NORTHSIDE OF WINTER ST FROM 6AM  
TO 3PM.  
AT 3PM CLOSURE FROM LEHMAN ST  
WILL BE MOVED NORTH TO SOUTHSIDE  
OF SPARKS ST.

DETOUR ROUTE



DRAWN BY : P.P.



**SIGN INVENTORY**

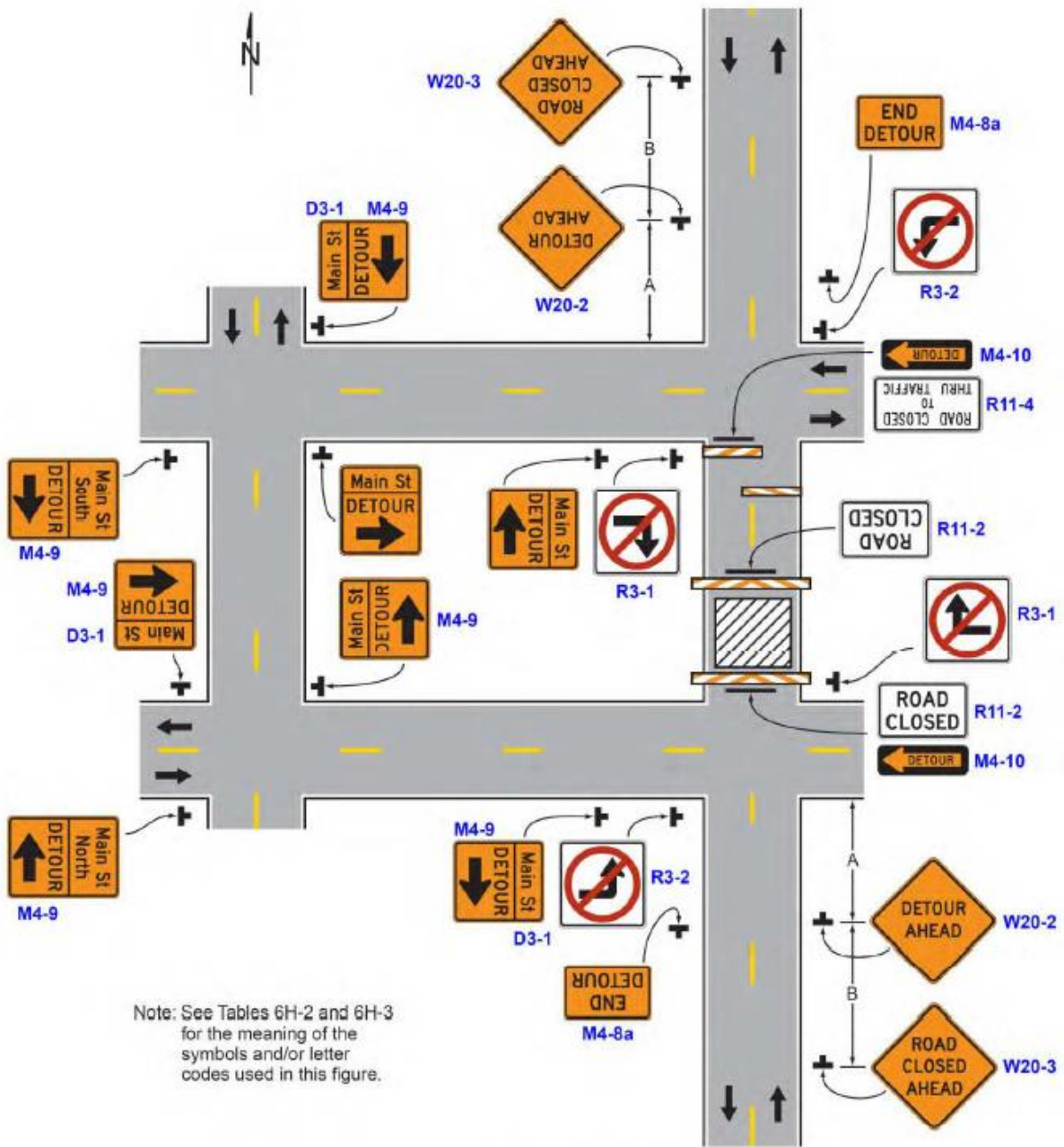
SC5(CA)	-	7	M4-10(DBL)	-	7
SC3(CA)	-	10	M4-10(RT)	-	10
W20-5(RT)	-	5	M4-10(LT)	-	10
W20-3	-	5	R3-5(LT)	-	3
W12-1	-	5	R11-4	-	5
W4-2(RT)	-	3	R11-2	-	15
W4-2(LT)	-	3	R3-7(RT)	-	8
R3-1	-	6	CONES	-	300
R3-2	-	6	TYPE 1	-	
C30(CA0)	-	10	BARRICADES	-	150

LOS ANGELES COUNTY  
DEPARTMENT OF PUBLIC WORKS  
TRAFFIC AND LIGHTING DIVISION

TRAFFIC CONTROL PLAN  
FARBER AVE STREET CLOSURE

FARBER AVE STREET CLOSURE

Figure 6H-20. Detour for a Closed Street (TA-20)



Typical Application 20

## Notes for Figure 6H-20—Typical Application 20 Detour for a Closed Street

### *Guidance:*

1. *This plan should be used for streets without posted route numbers.*
2. *On multi-lane streets, Detour signs with an Advance Turn Arrow should be used in advance of a turn.*

### **Option:**

3. Flashing warning lights and/or flags may be used to call attention to the advance warning signs.
4. Flashing warning lights may be used on Type 3 Barricades.
5. Detour signs may be located on the far side of intersections. A Detour sign with an advance arrow may be used in advance of a turn.
6. A Street Name sign may be mounted with the Detour sign. The Street Name sign may be either white on green or black on orange.

### **Standard:**

7. **When used, the Street Name sign shall be placed above the Detour sign.**

### **Support:**

8. See Figure 6H-9 for the information for detouring a numbered highway.