

## ROAD CLOSURE PERMIT GUIDELINES FOR NON-MOVING EVENTS (BLOCK PARTIES, STREET FAIRS, SPECIAL EVENTS, ETC)

- 1) An Encroachment Permit from the Los Angeles County Department of Public Works (LACDPW) is required for any proposed road closure within unincorporated County areas per Division 1 of the Los Angeles County Code Title 16, Highways (LACC 16.06.240).
- 2) The applicant must provide adequate information detailing the event, schedule and extent of the road closure including any proposed traffic and/or pedestrian detour routes. Based on the information submitted, LACDPW will determine the impact of the proposed road closure to the community and advise the affected Supervisorial District office. Permit applications are subject to the review of other public agencies for impacts to their operations.
- 3) To ensure sufficient time for processing, a complete permit application package must be submitted **at least 45 days prior** to the requested closure date and must be accompanied by all the necessary documentation, approvals and fees as required below. The road permit application package along with the forms is available from the Permit Center <http://dpw.lacounty.gov/permits/>.
  - a. A completed Road Permit Application, including all applicable fields. Under "Scope of Work", include information regarding the date, time and description of proposed event. Attach all required plans and documentation.
  - b. A completed Acknowledgement Best Management Practices (BMP) Attachment form.
  - c. 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 (see attached sample in the road permit application).
  - d. If necessary, 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 encroachment permit.
  - e. A completed Public Safety Agency Consent Form (see Forms section) showing concurrence for the proposed road closure by the local LA County Sheriff's Department, LA County Fire Department, and California Highway Patrol (CHP).
  - f. A completed Road Closure Permit Consent Form (see Forms section) with the written consent of ALL affected residents/tenants along the segment of the street to be closed.

- g. If necessary, the applicant must coordinate with any affected transit agency if there is a bus route(s) along the street to be closed. Evidence of approval from any impacted transit agency is required.
- h. Traffic Control Layouts or Plans are required for the proper implementation of the necessary temporary traffic controls to ensure the safety of the event participants and the affected vehicular/pedestrian traffic. A traffic control layout matching the Typical Application 20 (TA-20) of the California Manual on Uniform Traffic Control Devices (CA MUTCD) may be sufficient to address event closures along local streets. The layout may be prepared by a licensed civil or traffic engineer or a licensed traffic control contractor with experience in preparing plans for special events, **A detailed Traffic Control Plan (TCP) is required for closures of major and secondary roads and must be stamped and signed by a registered Civil Engineer.** The TCP shall include a detailed plan view showing the entire length of the proposed traffic control set-up with the location of all signs (including advance notification signs for events on major streets), barricades, traffic delineators, and other traffic control devices necessary for the event. The TCPs shall stipulate the time schedule of traffic control tasks, road closures, and openings. Plans must be submitted for plan check far in advance of the special event so that an approved set of plans is ready to route to other agencies (when required) no less than 30 days in advance of the scheduled event. The TCPs shall also include an inventory list of all the traffic control devices that will be used. TCPs must be reviewed and approved by LACDPW prior to permit issuance. Depending on the location of the street closure, the applicant may use a typical Traffic Control Plan which refers to TA-20 of the CA MUTCD (see Samples section of this document). During the application review process, LACDPW reserves the right to allow the use of a typical TCP for the event.
- i. All applicable permit fees, including but not limited to the following: a non-refundable permit issuance and processing fees, a \$250 security deposit to ensure street clean-up, an inspection deposit of \$350 minimum per day for weekdays and \$650 minimum per day for weekends, and applicable fees for TCP review when required. Current road permit fees are available from the Permit Center at <http://dpw.lacounty.gov/permits/>.

4) For implementation of the street closure, the applicant will be responsible for providing the necessary traffic control devices as prescribed by the approved TCP. Traffic control devices are available through private vendors specializing in traffic controls. The applicant is responsible for maintaining the integrity of the closure for the duration of the event. It is highly recommended that the California Highway Patrol (CHP), Los Angeles County Sheriff, or other law enforcement agency be present at the road closure.

5) The applicant is responsible for obtaining all other applicable permits as required for the event.

- 6) Fire trucks and other emergency vehicles must have access to the road and any property within the road closure area. A violation of this provision and/or permit is cause for any agency having jurisdiction to modify or revoke the permit, order the road reopened, and/or terminate the Special Event.
- 7) Complete permit application packages must be submitted on-line, in person or via mail to the address below. On-line permit submittals are accepted via the permit submittal portal at <https://dpw.lacounty.gov/ldd/l dop/forms/permitSubmittal.aspx>.

**COUNTY OF LOS ANGELES**  
**Department of Public Works**  
**Land Development Division, 3rd Floor**  
**Encroachment Permits and Inspections Section**  
**900 South Fremont Ave**  
**Alhambra, CA 91803**

**ROAD CLOSURE PERMIT GUIDELINES – MOVING EVENTS**  
**(PARADE / RUN / BIKE RIDE)**

- 8) Any type of race or mobile event including parades, bicycle races, marathons, etc. falls under the jurisdiction of the Los Angeles County Sheriff's Department. The applicant must contact the local Sheriff station to obtain permission to conduct such event. (LACC 15.88.020)
- 9) A road closure permit from LACDPW may be required If the event involves the closure of County roadways in duration of eight hours or more.

# **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 as long as traffic control procedures are followed per approved**  
**Traffic Control Plan.**

**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

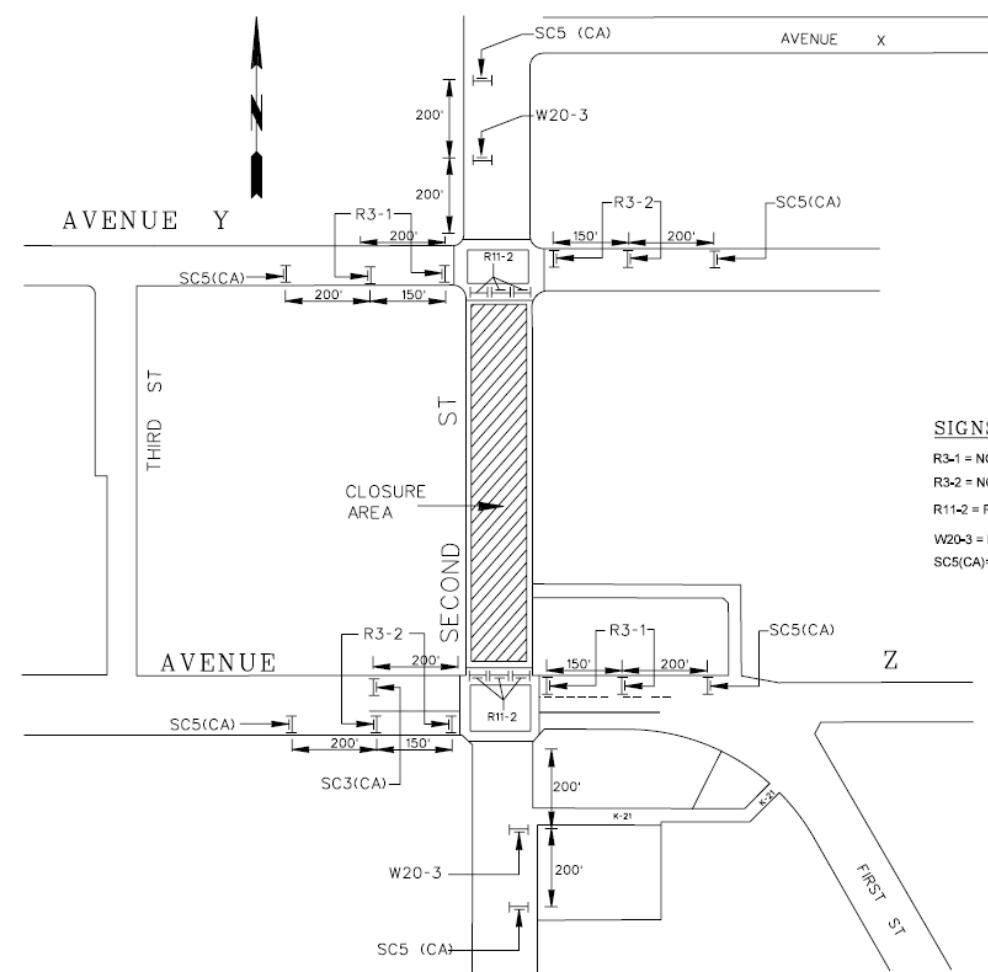
We are aware of the planned closure of \_\_\_\_\_ between \_\_\_\_\_  
(STREET NAME) (STREET NAME)  
and \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_.  
(STREET NAME) (DATE) (AM/PM) (AM/PM)

**We have no objection as long as traffic control procedures are followed per approved Traffic Control Plan.**

**Street Address** **Name ( Please Print )** **Signature** **Phone No.**

# **SAMPLES**

## **TRAFFIC CONTROL PLAN SAMPLES**



SIGNS INVENTORY

R3-1 = 4  
 R3-2 = 4  
 R11-2 = 6  
 SC5(CA)= 6  
 W20-3 = 2  
 TYPE I BARRICADES = 30

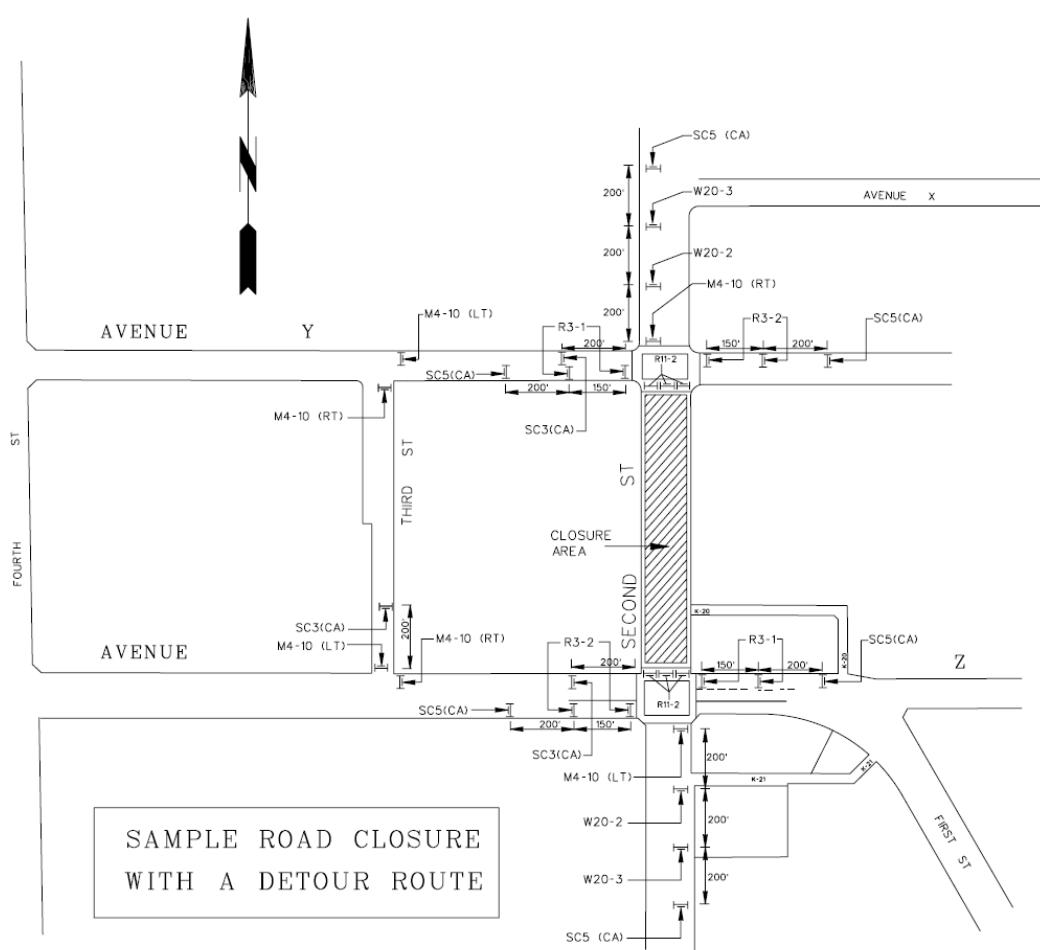
SIGNS LEGEND

R3-1 = NO RIGHT TURN  
 R3-2 = NO LEFT TURN  
 R11-2 = ROAD CLOSED  
 W20-3 = ROAD CLOSED AHEAD  
 SC5(CA)= SPECIAL EVENT AHEAD

**SAMPLE ROAD CLOSURE  
WITHOUT A DETOUR ROUTE**

LOS ANGELES COUNTY  
 DEPARTMENT OF PUBLIC WORKS  
 TRAFFIC AND LIGHTING DIVISION

SECOND STREET  
 CLOSURE  
 TRAFFIC CONTROL PLAN  
 PCA: RCP55003 | SCALE: NONE



#### SIGNS INVENTORY

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

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

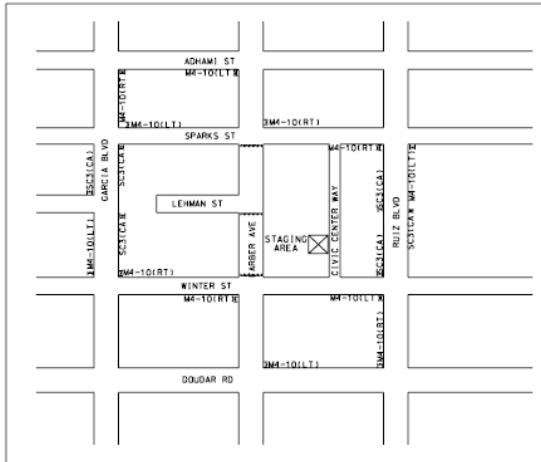
PCA: RCP55003	SCALE: NONE
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LOS ANGELES COUNTY  
DEPARTMENT OF PUBLIC WORKS  
TRAFFIC CONTROL PLAN

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.

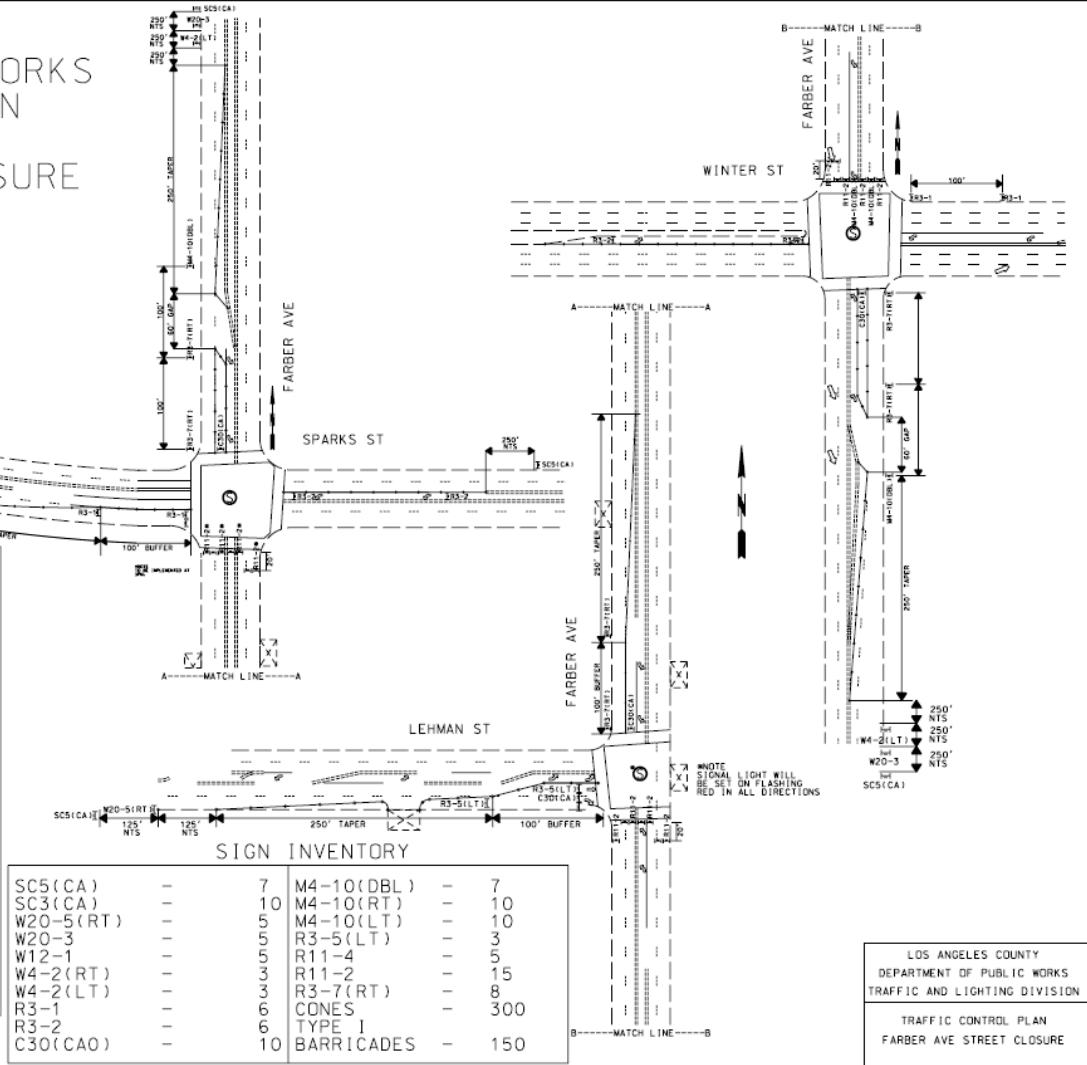
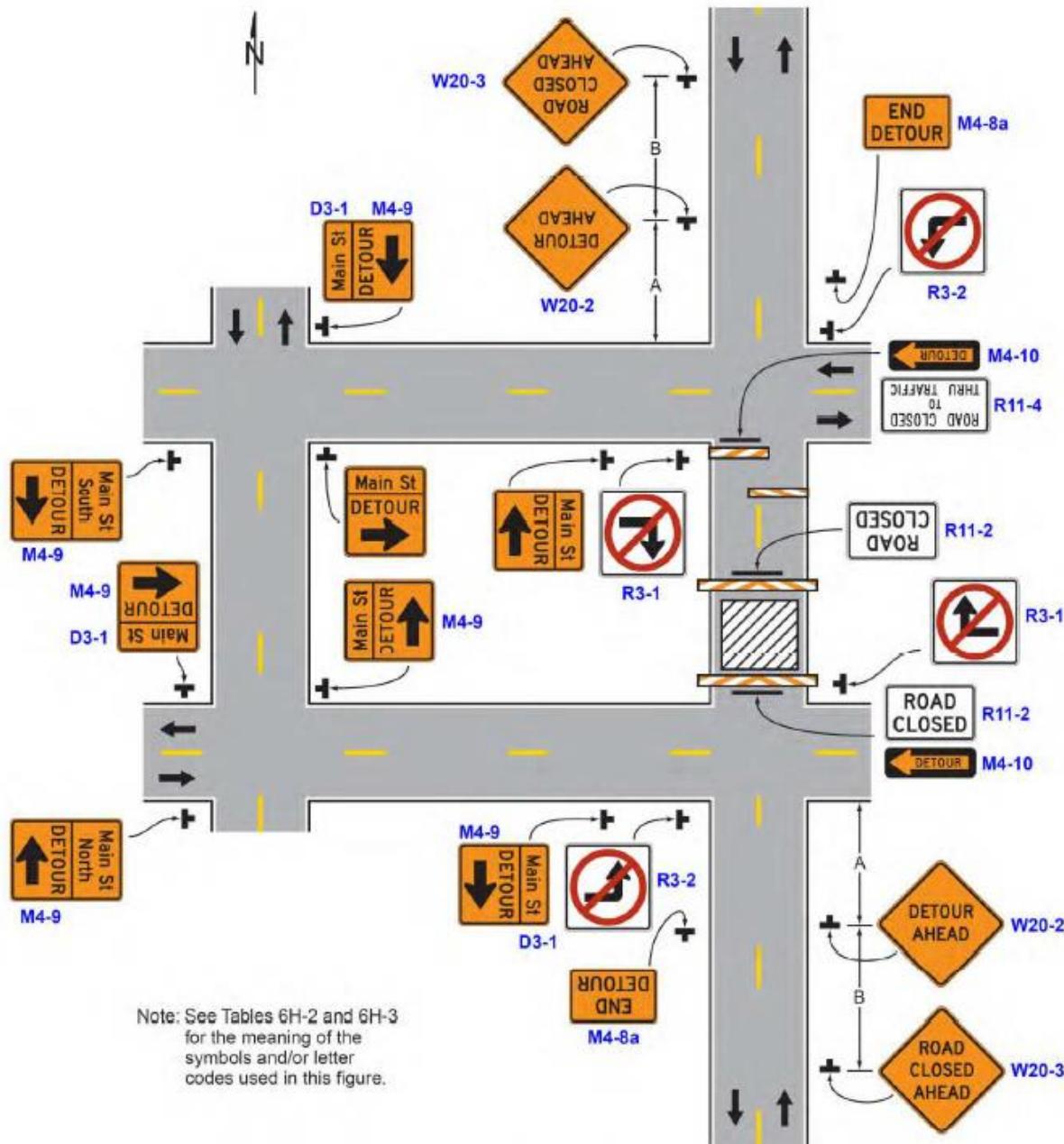


Figure 6H-20. Detour for a Closed Street (TA-20)



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.