

City of Columbia

Public Works Department

Engineering Division

Checklist for Short-Term Street Closures for Construction Projects and Repairs

Public Works Engineering Division will only issue permits and meter bags after receipt and approval of the following:

- _____ Provide a written request detailing the proposed work, location of work, duration and dates of closure or restriction, and owner and contractor contact names and telephone numbers. **You must allow sufficient time for plan review, approval and public notification.**

- _____ Submit a traffic control and routing plan (per city of Columbia and MUTCD guidelines) with map and details with regard to signage/barricades. Traffic control plans for any project in the downtown area or on any collector or arterial street, or any other location as determined appropriate by the Director of Public Works, shall be prepared by a professional engineer and should be designed to maintain two-way traffic.

- _____ Each submittal requires approximately two (2) weeks for comment routing. Upon approval of plan, an additional one (1) week is required to allow time for public notices and notice to emergency services to be made.

- _____ Meter bags for all meters that will be blocked cost \$8 per single meter and \$16 for double meters per day with a \$15 deposit per bag (refundable upon return of bag). Applications for meter bags must be filled out a minimum of 24 hours before the date needed and placed on the meter(s) four (4) hours before use.

- _____ *A Permit for Construction of Improvement in Public Right-of-Way* from this office will be required prior to construction. Applicant must also contact Protective Inspection for other relevant permits.

Contractor is responsible for notifying the following agencies, as required, immediately prior to closure of street, during construction for inspections and again when work is complete and street is reopened:

CONTACT TELEPHONE NUMBERS

Public Works Engineering (ROW Inspections)	874-7250
Protective Inspection (Plumbing/Building Inspections)	874-7474
Joint Communications (Emergency Services)	874-7471
Columbia Transit (City Buses)	874-7282
Parking Enforcement (Parking Meters)	874-7674
Public Works Street Division (Street Patching)	874-6289