



City of Columbia - Public Works Department



Application for Street/Sidewalk Closures & Restrictions for Construction Projects & Repairs

Application date: _____ Address of proposed work: _____

Party requesting the closure (owner): _____

Address: _____

Phone Number and Email: _____

Party to perform the closure (contractor): _____

Address: _____

Phone Number and Email: _____

Area/location to be closed (be as specific as possible):

Type of Closure: Traffic Lane (# of lanes ___) Lane Restriction (without closure) Sidewalk Alley Parking Lane

Exact purpose of proposed work:

Date of closure or restriction:

From: _____
(day of the week) (date) (time)

To: _____
(day of the week) (date) (time) (hours per day)

Applicant Signature

Date

*****Return this form along with the required listed items on page 2*****



City of Columbia - Public Works Department



Checklist for Street/Sidewalk Closures & Restrictions for Construction Projects & Repairs

Additional Required Items:

- _____ Temporary traffic control and routing plan (per MUTCD guidelines) with a location map and details showing all required signs, barricades and flagmen. Traffic control plans must be prepared by a Professional Engineer licensed to practice in the State of Missouri. If sidewalks are closed or restricted, plan must include pedestrian routing information. The plan must be computer-drawn at a scale which allows all required details to be clearly seen;

- _____ Evidence showing that a list of business owners (name, address, and phone numbers) along the sidewalk frontage of the impacted block have been given, in writing and by posting at the site of the closure, at least three (3) days notice for any closure seven (7) days or less. or at least fourteen (14) days notice for any closure between eight (8) to thirty (30) days, containing the dates and times of the proposed closure, and their right to protest by written notice given to the Director of Public Works; or in the event of a closure greater than thirty (30) days the City Council has otherwise authorized issuance of the permit pursuant to the procedures set forth in Section 24.45 of the City of Columbia Code of Ordinances

It takes approximately three (3) days to circulate and review each planned closure/restriction. Upon approval of the plan, an additional three (3) days are required to allow time for public and emergency services notification before construction will be allowed to begin. Making the total review process six (6) days. The review time is increased with any closure longer than thirty (30) days. **Any closure longer than thirty (30) days must be approved by City Council.**

Meter bags are required for all meters that will be blocked. The cost is \$10 per day for single meters and \$20 per day for double meters. A deposit of \$25 per bag is required and is refundable upon return of the bag(s). Applications for meter bags must be submitted a minimum of 24 hours before the date needed and bags must be placed on the meter(s) four (4) hours before use.

Prior to the start of construction, the applicant must obtain a Right-of-Way Permit from the Community Development Department and any other permits required from the appropriate City Departments.

- Contractor is required to follow the provisions of the City's Brick Streets Policy (PR 229-13)
- Public Inconvenience Fee will apply to any closure greater than seven (7) calendar days per Section 24.43(b) of the City of Columbia Code of Ordinances
- Contractor is required to follow the provisions of Section 24.44(c) & 24.44(d) in regards to indemnity and insurance requirements
- Contractor is responsible for notifying the following agencies, as required, immediately prior to closure, during construction for inspections, and again when work is complete and street or sidewalk is reopened:

City of Columbia Contact Telephone Numbers

Building and Site Development (Right-of-way / Building Safety)..... 874-7474
 Joint Communications (Emergency Services) 874-7471
 Parking Enforcement (Parking Meters) 874-7674