**Ohio University Road/Sidewalk Closure Requests**

The following checklist must be adhered to by those wishing to secure roadway or sidewalk closures on Ohio University property.

* A Project Manager with the Ohio University Office of Design & Construction must complete and submit attached Road/Sidewalk Closure Form.
* Completed document must be submitted via e-mail to : tps@ohio.edu with a minimum of 5 days notice prior to closure.
* The completed document will be reviewed by the Transportation & Parking Services Office (TPS) as well as several key stakeholders on campus. The Ohio University Project Manager will be notified of approval or denial of the request within 48 business hours.
* If TPS is required to provide signage/traffic control devices; payment for items must be made in full prior to start of project/closure. (Contractor is responsible for pick up, placement and return of all items rented).

*TPS can assist contractors with proper work zone controls. Upon completion of a road/sidewalk closure form, a determination will be made regarding the type of traffic control devices needed to properly control the work zone. These determinations will be made in accordance with the Ohio Manual of Uniform Traffic Control Devices (MUTCD).*

*It is the responsibility of the contractor to set up the approved work zone accordingly. TPS has the authority to shut down a work zone if proper traffic control devices are not utilized.*

*All traffic control devices must meet specifications set forward in section 6C-1 of the MUTCD*

\*\*TPS RESERVES THE RIGHT TO IMPLEMENT A FINE & SHUT DOWN A CLOSURE FOR UNAUTHORIZED ROAD/SPACE CLOSURES ($500)

**Ohio University Road/Sidewalk Closure Request Form**

|  |  |  |
| --- | --- | --- |
| ***Purpose:*** | *Temporary Street Closure/Block* |  |
| *Temporary Alley Closure/Block* |  |
| *Temporary Sidewalk Closure/Block* |  |

|  |  |  |
| --- | --- | --- |
| ***Will Traffic Be Maintained?*** | **YES** | **NO** |
| *\*\* If traffic must be maintained flaggers and other traffic control devices must be provided by contractor in accordance with section 6C-1 of the Manual on Uniform Traffic Control Devices (MUTCD)* | | |

|  |  |  |
| --- | --- | --- |
| ***Signage Provider:*** | **Contractor** | **OU Transportation &**  **Parking Services** |
| *\*\* If signs are being provided by contractor signage types and placement locations must be indicated in the diagram section of the request form (below). All signage provided by contractors must meet standards set forth in section 6C-1 of the MUTCD.* | | |
| ***Devices Needed (Office Use Only):*** | | |

|  |  |
| --- | --- |
| ***Date Work Will Begin:*** | Click here to enter a date. |

|  |  |
| --- | --- |
| ***Completion Date:*** | Click here to enter a date. |

|  |  |
| --- | --- |
| ***Location:*** | Click here to enter text. |

|  |
| --- |
| ***Diagram/Comments: (Describe closure and MOT plans)*** |
| Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| ***Construction Company***  ***Contact Information:*** | ***Company Name:*** | Click here to enter text. |
| ***Contact Name:*** | Click here to enter text. |
| ***Phone Number:*** | Click here to enter text. |
| ***E-mail Address:*** | Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| ***University Project Manager***  ***Contact Information:*** | ***Name:*** | Click here to enter text. |
| ***Phone Number:*** | Click here to enter text. |
| ***E-mail Address:*** | Click here to enter text. |
| ***Approval Date:*** | Click here to enter a date. |