

San Luis Obispo County Public Works Department

Road Closure or Restriction of Use Permits

So, you'd like to close a public road for a special event, public gathering, charity event or some other reason? Well, it's possible.

There are a few well defined procedures that you need to follow for closing or restricting the use of a public road, but the most important one is time. You must give the County Public Works Department adequate time to receive and review your request. The more complicated the request (more roads to close, complicated detours, many businesses or homes in the area, etc) the more time we need for review. A very complicated request should be submitted about 6 months in advance. Minor closures require less process and should be discussed with us about 3 months in advance. No matter what, required information must be in our hands no later than 30 days before the requested closure date to assure proper notification and make sure all information is completed and correct.

Now that you know how long it may take, what roads will we allow to be closed? This is one of the reasons for early notification. Some roads can't be closed due to unreasonably long detours, conflicts with other use or for other reasons. With advance notice, we can work with you to assure the success of your request. Substitute dates or another route may be suggested if your first priority cannot be accommodated.

Another of the must have requirements is insurance! You must be able to insure your event with a \$1,000,000 dollar policy that also names the County of San Luis Obispo and the California Highway Patrol as covered. This is a must, and we need a hard copy of the policy prior to the issuing of any permit. Before you consider a road closure, please talk to your insurance carrier about the cost for this coverage. This may be the only cost to you for closing the road. Most closures do not require a fee or deposit for the permit. The only other cost may be for material to provide for the closure itself, signs and cones. In some cases, the County Public Works Department will supply these materials when the event is for charity or a public service.

Attached, you will find a check list of required items, a list of the agencies that will require notification of the road closure (your responsibility) and a complete list of rules and regulations for a road closure or restriction. These inform you about traffic control plans, CHP notification and approval, public notice and all other items needed. Some of the items may not be needed for all closure events. Read everything then call (805) 781-5276. We will be happy to answer your questions. Or, you may contact Jmeyers@co.slo.ca.us. Via email to begin your request.

Remember, start the process early for a successful event.

REQUIREMENTS FOR RESTRICTION OF USE/ROAD CLOSURE

Information to send in to Public Works Department: *

- 1. Date and time of event
- 2. Route/Location of Closure
- 3. Diagram of proposed traffic control and detours for event
- 4. Letter from local Department of Highway Patrol confirming their approval of the event and its traffic controls
- 5. Original copy of \$1 million insurance policy with San Luis Obispo County and California Highway Patrol as additionally insured

Notify all of the following that apply:

- 1. California Highway Patrol (see above)
- 2. San Luis Obispo County Sheriff's Department
- 3. Local CDF/Fire Department
- 4. Local Community Services District
- 5. All Businesses (incl. Post Office) and/or Residences affected by event
- 6. Harbor District (Avila Beach/San Luis Bay)
- 7. Area School District (bus route disruption, etc.)

* Note: All five information items must be turned in to the Public Works Department prior to the issuance of a permit.

*** Permit applications must be submitted to the Roads Dept. 90 days prior to the event.**

*** Proof of certificate of insurance must be provided 30 days prior to the event.**

*** Completed permit must be issued at least 2 weeks prior to the event.**

POLICY CONCERNING RESTRICTION OF USE/ROAD CLOSURES

It is the intent of the County of San Luis Obispo, to establish reasonable and consistent criteria for approval of restrictions of use or road closures to allow special events on County highways. The purpose of this document is to set forth conditions under which the Director of Public Works may issue a restriction of use/road closure order for special events and to establish generalized procedures to be followed in applying for and obtaining permission to close or restrict the use of a County highway for a special event.

Definitions:

The following terms are defined for this policy as follows:

1. **Special Event:** Shall include, but not be limited to, activities such as parades, marathons, bikathons, walkathons, marches, triathlons, festivals, farmer's markets, block parties, and other celebration activities. (Construction and maintenance activities are not deemed special events.)
2. **County Highway:** Includes all roads that have been accepted into the County road system.
3. **Road Closures for Special Events:** Includes any lane closure or stoppage of traffic over an extended period of time.
4. **Intermittent Traffic Break:** Includes the slowing down of traffic or momentary stopping of traffic over an extended period of time.
5. **Limited Closures:** Road closed to all traffic except residents, business, or farm workers.

Policy:

1. A restriction of use/road closure order will be required for any special event or similar activity conducted within the County road right-of-way which interferes with the unrestricted movement of public traffic, requires special traffic control and/or cannot be conducted in such a manner as to fall under the permissive uses of the highway as spelled out in the California Vehicle Code. Activities which do not interfere with public traffic and which conform to the California Vehicle Code will not require a restriction of use/road closure order; however, organizers will be asked to meet with the applicable California Highway Patrol office to review safety and traffic patterns relating to the event.

Annual civic events such as parades and festivals held regularly on one block within an urban street grid will be subject to an abbreviated procedure. Organizations will be asked to submit a traffic control and signing plan which will be kept on file in the Department of Public Works and reviewed annually as required. A deposit ordinarily will not be required. If the closing of several blocks is anticipated, organizers will be asked to discuss their plan with the CHP.

2. Special events which would require closing a County road will not be allowed on:
 - a. arterial roads with no reasonable detour;
 - b. arterial roads where there are alternate routes or locations for the special event less disruptive to traffic;

Two-directional lane closures may occur where cross streets are at a minimum and where adequate detours approved by the County, impacted local agencies, California Highway Patrol (CHP) and/or Caltrans are available. One-lane closures will require a traffic control plan addressing the above as well as controlled left turns.

3. Special events will be permitted to be held on County highways only if no other feasible alternative exists for the conduct of the event. County prior approval of the special event and location is necessary. CHP approval must be obtained.
4. The event sponsor shall reimburse the appropriate agency for all costs incurred by the County and/or the CHP associated with the planning inspection or supervision of the event. These costs shall include, but not be limited to, preliminary and operational meetings, special traffic analysis, identifying sites, administrative processing, inspection, traffic control and handling, and monitoring of the event itself. A \$500 deposit will be required, as will a reimbursement agreement with the CHP if their services are required.
5. Ancillary Support Facilities: When an event is of such magnitude and nature as to require support facilities for event participants for lunch or rest breaks, or for informational/warning signs, then such facilities shall be located off the County portion of the right-of-way ordinarily used for vehicular traffic, or in an area specifically designated in an encroachment permit obtained separately from the restriction of use/road closure order. Sponsor's and participant's vehicles and equipment essential to the conduct of the event shall be parked off the main traveled portion of the road so that equipment and individuals do not interfere with the free flow of pedestrians and emergency traffic.
6. Clean Up and Damage Repair: The sponsor is responsible for removal of all litter, debris and other material deposited within the County right-of-way as a direct result of, or incidental to, holding any special event. Further, the sponsor is responsible for the repair of any damage to any facility within the County right-of-way caused by, or incidental to, the holding of the special event.
7. All approved road closures, or restrictions of highway use, require advance warning signs and traffic control devices. Such signs and devices shall be provided by a qualified traffic control device supplier or public agency. Only uniform traffic control devices as outlined in "Caltrans Manual of Traffic Control" and/or "Caltrans Std. Spec., Sect. 12.3" will be allowed. A traffic control plan shall be prepared by a qualified person, approved by the CHP and then submitted to the Director of Public Works. Where required, well functioning communications equipment shall be supplied by the sponsor in sufficient quantity for all organizations involved in the event. All ingress and egress to the closed

portion of the highway by participants and spectators shall be only as approved by the County representative or the CHP.

- 8.** Operational decisions and/or emergency situations may require the roadway to be reopened immediately. This decision shall be made by the CHP.
- 9.** No special event activities that may cause damage to County property shall be allowed.
- 10.** References to the California Highway Patrol in this policy may also apply to local police agencies and/or the County Sheriff. In multi-jurisdiction events, the CHP shall be the lead agency and in case of conflicts in traffic control during this event, the direction/decision of the CHP shall prevail.
- 11.** Appeal: Decisions of the Director of Public Works may be appealed to the Board of Supervisors. Decisions of the Board of Supervisors are final.
- 12.** Each applicant shall provide a comprehensive general liability insurance policy in an amount to be determined by the County Risk Manager, with an insurance carrier satisfactory to the County. This liability insurance shall include protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property, resulting from any act or occurrence arising out of the special event, or the closure or restriction of use of the County highway during the special event. The following requirements apply to the insurance to be provided by the applicant:
 - a.** A certified copy of the insurance policy, and a certificate of insurance, shall be furnished to the County not less than 30 days prior to the requested date of issuance of the restriction of use/road closure order.
 - b.** The County of San Luis Obispo, other involved public entities, the CHP, and other involved law enforcement agencies, their officers, employees and agents, shall be named as additional insureds under the policy.
 - c.** The certificate and policy shall state that the policy shall not be canceled or reduced in coverage, or changed in any other materials aspect, without 30 days prior notice to the County.
- 13.** Each applicant shall be required to indemnify the County or San Luis Obispo, other involved public entities, the CHP, and other involved law enforcement agencies, from any and all claims, demands, damages, costs, expenses, or liability, occasioned by, or in any way arising out of, the special event, or the closure or restriction of use of the County highway during the event. The form of the indemnity agreement shall be subject to the approval of the County Counsel.
- 14.** Each applicant shall secure a release and waiver of liability from each participant in the special event. The form of the release and waiver of liability shall be subject to the approval of the County Counsel.

PROCEDURE CONCERNING RESTRICTION OF USE/ROAD CLOSURES

Request Processing:

1. An organization or individual contemplating the holding of any activity within the County highway right-of-way which would fall under the category of special event as defined above shall contact the Permit Engineer in the County Department of Public Works and the CHP at least three months prior to the anticipated date of holding the event. Longer time frames (up to six months) may be required for events involving multiple jurisdictions or where requiring complex traffic control. It is the applicant's responsibility to provide sufficient lead time for the request to be processed. Short lead times will not be sufficient justification for San Luis Obispo County to give priority to a special event request to the detriment of all other activity the Department of Public Works personnel are engaged in.

The applicant shall provide a general scenario of the proposed event, location, time, date whether total road closure is required or if restriction of use only, and other pertinent data to enable the Permit Engineer to make a preliminary determination as to the appropriateness of the proposed activity, confirm the availability of the County's facility, arrange any preliminary meetings with the appropriate agencies and organizations, and establish general guidelines which must be considered by the event sponsors in planning for the conduct of the event.

2. Preliminary meetings as necessary shall be held with SLO County Director of Public Works, the CHP and responsible special event representatives for all proposed special events. When appropriate, other local authorities, law enforcement agencies, and/or Caltrans shall attend the meetings. When the special event transcends jurisdictional boundaries, the CHP shall take the lead role in coordinating traffic control and other policing activities.

The purposes of the meetings are to determine highway location feasibility, the number of personnel required, traffic control needs, timing of the event, and other related matters. The Permit Engineer will be responsible for scheduling these meetings.

3. A letter of application in which all pertinent information is supplied in detail shall be submitted to the Permit Engineer's office at least 90 days prior to the proposed holding of the event. The application must be accompanied by a complete description of the proposed event. This will include, but not be limited to:
 - a. Maps showing the routes, starting and ending points, location of road closures, and placement of directional, warning and informational signs.
 - b. A discussion of impacts on the County highways and its traffic and impacts on the side roads.

- c. Information on event participants such as vans, vehicles and types, wheelchairs and, where applicable, support facilities and equipment and spectator facilities.
 - d. A \$500 deposit to cover initial review of the proposal and administrative handling of the application will need to be made prior to the acceptance of the application for processing. Unused deposits will be returned following the event.
- 4. A traffic control plan for handling traffic during conduct of the event must be approved by the CHP prior to its acceptance by the Permit Engineer. This will include any routes proposed to be used as detours, appropriate signing, signal retiming, if necessary, whether vehicular traffic is to be totally prohibited or only restricted, traffic control needed, and the agency that will provide traffic control, and any other information that will assist in evaluating the propriety of allowing the event. Intersecting local roads and on and off ramps requiring closure or other traffic control will need to be identified. This plan must be prepared by an individual knowledgeable in preparing such plans.
- 5. Not less than 30 days prior to the requested date of issuance of the restriction of use/road closure order, the applicant must provide a certified copy of an insurance policy in an amount to be determined by the County Risk Manager, naming the County of San Luis Obispo, other involved public entities, the CHP, and other involved law enforcement agencies, their officers, employees and agents, as additional insureds. Further, applicant must pay any additional permit fees needed to cover inspection and any field work needed to restore the highway facility to a satisfactory condition.
- 6. Prior to issuance of the restriction of use/road closure order, the applicant must execute an indemnity agreement, in a form approved by County Counsel, indemnifying the County, other involved public entities, the CHP, and other involved law enforcement agencies, from any and all claims, demands, damages, costs, expenses, or liability, occasioned by, or in any way arising out of, the special event, or the closure or restriction of use of the County highway during the event.
- 7. The applicant shall be responsible for coordinating access for adjacent property owners and residents during the restriction of use/road closure. For a restriction of use the applicant must submit to County for approval a notification letter for the residents. This letter must identify the nature, date and times of the restriction and the correct procedure for accessing their property. This letter must be distributed to each resident who will be affected by the restriction of use. For a road closure the applicant must supply a signed notification letter from each adjacent resident. This letter will signify their accord with the road closure. If, after diligent effort, the applicant is unable to procure a signature from every resident, the Director of Public Works may still authorize the road closure in recognition of public benefit from the closure.

- 8.** The applicant must also provide, prior to being issued a restriction of use/road closure order, proof from local agencies involved or impacted by the event, detours or any ancillary activities, that those local agencies concur in the holding of the event and accept the impacts the event will have on their jurisdiction. No restriction of use/road closure order will be issued without this provision. Concurrence of local agencies will normally be required to be in the form of a resolution passed by the governing body of the involved jurisdiction. Concurrence in the form of a letter signed by a responsible official of local jurisdiction may be substituted for the resolution.
- 9.** A bond may be required in an amount determined by the Director of Public Works prior to issuance of a restriction of use/road closure order where there is potential for damage to the County's facilities as a result of conduct of the event.
- 10.** Immediately prior to any special event, an operational meeting may be held with San Luis Obispo County, other agencies involved and responsible special event representatives. When appropriate CHP, other law enforcement authorities, and traffic control device supplier representatives shall attend. The purpose of this meeting is to insure that all plans are finalized and that all participants are aware of their individual responsibilities prior to the commencement of the event.
- 11.** When required by the Director of Public Works, the applicant shall notify all affected local law enforcement agencies, fire departments, ambulance, and other emergency services, and other interested parties at least one week prior to the event.
- 12.** When required by the Director of Public Works, applicant shall submit original or legible copies of all participant releases and waivers of liability.

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