

Thomas S. Wolf, P.E.
City Engineer
117 E. Main St.
Suite 206
Jackson, Tennessee 38301



Telephone: 731-425-8220
Fax: 731-425-8209
Email: twolf@jacksontn.gov

ROAD CLOSURE REQUEST CHECK LIST FOR CONSTRUCTION

All items must be submitted at least 7 days prior to event/work. Most large scale construction projects will require a minimum of **45 days** in order to have all documents prepared and submitted for approval.

- Completed “**Permission to Temporarily Close Road**” form

- Certificate of Insurance**

- Traffic Control Plan**

- Map** showing streets involved in request and proposed areas of closure

It is the responsibility of all persons or companies requesting the road closure to confirm submission of documents*. Review **Road Closure Procedures** for detailed instructions.

*Submission of documents does not guarantee approval.

**PERMISSION TO TEMPORARILY CLOSE ROAD FOR CONSTRUCTION
ENGINEERING**

117 E. Main Street, Suite 206
Jackson, Tennessee 38301

Requested by: _____

Phone: _____

	<u>Requested Street(s) To Be Closed:</u>	<u>FROM (Intersecting St)</u>	<u>TO (Intersecting St)</u>
1			
	How many lanes:	Date/Start Time:	Date/End Time:
2			
	How many lanes:	Date/Start Time:	Date/End Time:
3			
	How many lanes:	Date/Start Time:	Date/End Time:
4			
	How many lanes:	Date/Start Time:	Date/End Time:

Note: We require at least seven (7) days notice prior to event (unless EMERGENCY). Notice is needed for extension of road closure.

Purpose of Closing: _____

Note: All traffic control shall be in accordance with the latest edition of the "Manual on Uniform Traffic Control Devices" for streets & highways as required by the City of Jackson Ordinance, Title 15, Section 15-104.
Contractor will assume all liability for duration of the project.

Contractor's Name:			
Contact Person:		Contact Phone #:	
Contact Address:			
Group Name:		Email address:	
**SIGNATURE:			

Check items that apply:

- Traffic Control:
- Barricades (lighted)
- Pedestrian Walkway:

- Signage:
- Flaggers:

Amber warning lights (night work):

Cones:

Restricted Hrs:

Cert. of Ins.

Comments By Engineering Department: _____

Approved By Engineer(*): _____

Denied by City Engineer: _____

Tom Wolf, City Engineer

*Approval does not apply to any portions of road outside the Jackson City limits.