



## CITY OF SAN ANTONIO TRANSPORTATION & CAPITAL IMPROVEMENTS

### PROCEDURE FOR APPLYING FOR A TEMPORARY STREET CLOSURE PERMIT

- ❖ Ordinance 2009-09-171-0731L established a fee of **\$100.00** per block/day for temporary street closures.
- ❖ All applications should be submitted to Right-of-Way Management Section **30** days before the event.
- ❖ Applicant must submit a completed, dated and signed application to the ROW personnel for the Right-of-Way Management Section (ROW) of the Department of Transportation and Capital Improvements (TCI). *A guide for the filing of this Application is provided at the end of this package.*
- ❖ The ROW personnel will route the request to the San Antonio Fire Department (SAFD) and the San Antonio Police Department (SAPD). ROW personnel will also evaluate the feasibility of the temporary closure, and the subsequent impact on traffic.
- ❖ Upon receipt of approvals from the Fire and Police Departments, and confirmation of the feasibility, ROW personnel will recommend approval of a permit to the staff Engineer in ROW.
- ❖ A site map must be included detailing 20-foot emergency vehicle access lane through closure.
- ❖ Upon approval of the application, the applicant will be contacted by the ROW personnel for payment.
- ❖ **An approved Temporary Street Closure Permit does not imply approval of activities that require other permits, established by Ordinance. Separate permits for specific activities will still be required.**
- ❖ Acknowledgement in writing from all residents and businesses whose property or driveways front the street being closed, regardless of whether or not they are participating in the event.
- ❖ **Note that the City does not provide the barricading, or necessary off-duty traffic officers for the closure. Certified Barricade Companies are listed in the telephone directory.**

Requests may be sent via email @ [adrianna.rubio@sanantonio.gov](mailto:adrianna.rubio@sanantonio.gov) or by mail addressed to

**Transportation & Capital Improvements  
Right-of-Way Management  
ROW Personnel  
1901 S. Alamo Counter 23  
San Antonio, TX 78204**

# TEMPORARY STREET CLOSURE AGREEMENT FORM

Please complete items 1-14 and forward this form to: e-mail: [Adrianna.Rubio@sanantonio.gov](mailto:Adrianna.Rubio@sanantonio.gov)

**A site map must be included detailing 20-foot emergency vehicle access lane through closure.**

1. Street(s) to be closed: a. \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
b. \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
c. \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_
2. Date and time to be closed & re-opened: \_\_\_\_\_
3. Purpose of closure: \_\_\_\_\_
4. City Council District of the street(s) to be closed: \_\_\_\_\_ Estimated number of people: \_\_\_\_\_
5. What will be happening in the closed area? \_\_\_\_\_
6. Will vehicles be allowed inside closure? \_\_\_\_\_
7. Applicant's name, address and telephone number: \_\_\_\_\_  
\_\_\_\_\_
8. Certified Barricade Company and Contact Person used for closure: \_\_\_\_\_
9. If off-duty Traffic Officers are required per TCI or SAPD, provide the name, phone number, and department name of the off-duty Police Supervisor: \_\_\_\_\_  
\_\_\_\_\_
10. Locations around street closure that officers will be placed: \_\_\_\_\_  
\_\_\_\_\_

I certify that the information provided above is true and correct to the best of my knowledge.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## TCI DEPARTMENT

Per the approved traffic control plan, are off-duty Police Officers being required for traffic control?

**YES / NO Approval Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## SAN ANTONIO POLICE DEPARTMENT

(The following will be completed by San Antonio Police Department- Traffic Section)

1. Based on the information provided above the applicant **DOES / DOES NOT** need to have Off-duty Police officers assigned to assist traffic around the street closure.
2. Officers are required to be placed at the following locations: \_\_\_\_\_  
\_\_\_\_\_
3. The San Antonio Police Department **DOES / DOES NOT** recommend approval of your street closure application.
4. Reason for denial (if applicable): \_\_\_\_\_  
\_\_\_\_\_

**Signature/Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## SAN ANTONIO FIRE DEPARTMENT

(The following will be completed by San Antonio Fire Department)

1. We have reviewed the site plan showing all obstructions on the road way, & this site plan **DOES / DOES NOT** provide for a 20' wide fire lane for emergency vehicle access.
2. The San Antonio Fire Department **DOES / DOES NOT** recommend approval of your street closure application.
3. Reason for approval or denial (if applicable): \_\_\_\_\_  
\_\_\_\_\_

**Signature/Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TEMPORARY STREET CLOSURE  
ACKNOWLEDGEMENT FORM**

We, the undersigned, **ACKNOWLEDGE NOTIFICATION** of the temporary street closure of

(Street name): \_\_\_\_\_

from (street name) \_\_\_\_\_ to (street name) \_\_\_\_\_

Proposed date(s) and time(s) of Closure: \_\_\_\_\_

- This street closure is requested by: \_\_\_\_\_
- Located in City Council District # \_\_\_\_\_
- We understand that during the time of closure vehicular access to our property, within the closure will be denied, unless special arrangements have been made.
- Acknowledgment in writing from all persons whose property fronts the proposed street closure or whose driveway(s) fronts the street being closed, regardless of whether or not they are participating in the event.
- We understand that the closure may be permitted even if we indicate our own disapproval.

**DO NOT SIGN BELOW IF TOP PORTION HAS NOT BEEN FILLED OUT**

<b>SIGNATURE</b>	<b>ADDRESS</b>	<b>APPROVAL/DISAPPROVAL</b>
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To meet the needs of the Citizens of San Antonio, the Department of Transportation and Capital Improvements (TCI), has developed a process to allow the temporary closure of public roadways for private block parties or other similar usage. The process requires review from TCI, the San Antonio Police Department and the San Antonio Fire Department. These Departments consider impacts regarding safety, traffic matters, loss of accessibility, public transport and conflicts with other closures. If the reviewing parties approve the request, the permit is issued upon payment of \$100 per block, per day of the closure.

It should be noted that an approval of a Temporary Street Closure is only an approval to close a street temporarily for private use. It does not imply approval for other permits that would ordinarily apply. For example, if alcohol is to be served, a separate application must also be made with the TABC.

The attached Application must be completely filled out, and a sketch of the proposed closure must be provided to initiate the review/approval process.

### **A guide is provided below to assist the Applicant:**

**Lines 1 through 7:** Provide the requested information.

**Line 8:** The Applicant is required to provide the necessary barricading for the proposed street closure. The City does not provide the barricades. Per the Texas Manual of Uniform Traffic Control Devices, (TMUTCD) the placement of the barricades must be provided by persons certified in the placement of barricades. Please provide, on Line 8, the name of the Certified Barricade Company to be used for the closure, or copies of the certificates for the persons selected to place the barricades. Provide the telephone number of the company or individual supervising the placement of the barricades. Plans for the placement of barricades are designed by persons certified to design Traffic Control Plans (TCP's) in the State of Texas. All plans must conform to the regulations set forth in the TMUTCD. In most cases, the Texas Department of Transportation has Standard Details which can be referenced for the traffic control. If the standards apply, the Certified Barricade Company can use the standards to apply the traffic control, and no special plan needs to be developed. On occasions when the City feels that special conditions apply, a TCP will have to be provided by the Applicant. Examples of special conditions may include, but not be limited to:

- Access to private properties;
- Special detours, particularly for commercial vehicles;
- Special control for pedestrian movements, especially ADA;
- Accommodations for VIA or other public transport;
- Placement of (lighted) Dynamic Message Boards for a week in advance to warn drivers, on high volume roads, of the upcoming closure;
- The resolution of conflicts with other road closures; and
- Closures that are planned to occur in phases.

**Line 9:** In the event that either the Department of Transportation and Capital Improvement (TCI) or the San Antonio Police Department (SAPD) determines that off-duty Traffic Officers are required to assist with the traffic control, the Applicant must provide off-duty Certified Peace Officers as needed. These officers shall not be utilized for event security within the closure. Provide the requested information for the Supervisor of the off-duty Traffic Officers on Line 9.