



CITY OF BELVEDERE

450 San Rafael Avenue • Belvedere CA 94920-2336
Ph: 1-415-435-3838 Fax: 1-415-435-0430 www.cityofbelvedere.org
Hours Mon-Thurs 8 AM to Noon & 1 PM to 4:30 PM

ROAD CLOSURE PERMIT – CORINTHIAN ISLAND

Deadline for application: A complete application package for a Road Closure Permit must be submitted a minimum of ten business days in advance of the anticipated closure. The application package consists of this executed application, all supporting documentation required from the traffic control company, and payment of all fees and deposits.

LOCATION OF STREET CLOSURE: _____

DAY / DATE / TIME OF CLOSURE: _____

PURPOSE OF STREET CLOSURE: _____

APPLICANT NAME & ADDRESS: _____

PHONE: _____ EMAIL: _____

FAX: _____ EMERGENCY PHONE: _____

EMERGENCY CONTACT: _____

Contractor can ensure that roadway may be reopened and made passable to Fire Department and Police emergency vehicles within 2 to 3 minutes. Circle One Yes No

Attach Exhibit A. A traffic control (flagging) plan, prepared by a professional traffic control company, must be attached. Include contact information. *See Item 1 on Page 3.*

Indemnification: Permittee shall indemnify, release, defend and hold harmless the City, its officers, agents, employees and volunteers against any and all claims, demands, suits, losses, liabilities or expenses of any kind, including attorney’s fees and administrative costs to the extent caused, arising out of or resulting in any way, or in part, from the negligent acts or omissions or willful misconduct of Permittee, its officers, agents, employees, or contractors, in connection with the Permittee’s duties or obligations under this Permit, or the Permittee’s use of the City’s right-of-way, excluding any such liability caused by the sole active negligence or willful misconduct by the City. This indemnification shall survive any termination of this Permit. Permittee shall defend, indemnify, release and hold harmless the City, its officers, agents, employees, and volunteers, from any loss, liability or damage arising from any claim, action or proceeding seeking to attack, set aside, void or annul the City’s approval of the Permittee’s use of the City’s right-of-way pursuant to this permit.

Signature of Applicant: x _____

Please Print Your Name: _____

STAFF USE ONLY

Fees Due	Amount	Traffic control plan approvals:	Date/Initials
Road closure fee	\$ _____	Traffic control plan rec'd.	_____ / _____
Sign fee	\$ _____	PW Dept. approval	_____ / _____
Credit card fee	\$ _____	Sent to TFPD & BPD	_____ / _____
Total fees	\$ _____	TFPD approval	_____ / _____
Fee receipt date/#	_____ / _____		
Sign Deposit Due		Proof of liability insurance rec'd. from traffic control company	
Sign deposit	\$ _____		_____ / _____

STAFF USE ONLY

CONDITIONS & APPROVAL

1. ROAD CLOSURE SIGNS SHALL BE POSTED **BY PERMITTEE** BEFORE: _____ AT THE FOLLOWING LOCATIONS: _____

2. THE ATTACHED TRAFFIC CONTROL PLAN, EXHIBIT A, SHALL BE ADHERED TO AND IS INCORPORATED AS PART OF THIS ROAD CLOSURE PERMIT.

3. ADDITIONAL CONDITIONS: _____

4. THE PERSON WHOSE SIGNATURE APPEARS ABOVE IS HEREBY GRANTED PERMISSION TO CLOSE THE STREET AS REQUESTED ABOVE SUBJECT TO THE CONDITIONS AND LIMITATIONS HEREIN.

Date Approved: _____ By: _____

ROAD CLOSURE INFORMATION & INSTRUCTIONS

1. Professional traffic control (flagging) required

A resident who requires either a full day or half day road closure must provide temporary traffic control to allow all residents access to their homes, by guiding vehicular traffic the wrong way on one-way streets. Temporary traffic control must be provided by a qualified, licensed traffic control company. A traffic control plan must be submitted to the city and approved prior to the issuance of the Road Closure Permit. Please label the plan “Exhibit A” and attach it to the completed application.

Cost of the temporary traffic control operation has been estimated at \$1,500 to \$3,000 per day, depending on the location of the road closure. A closure on Bellevue Avenue will require more traffic control personnel than a closure on Alcatraz and will be more expensive. These costs, in addition to standard Road Closure Permit and signage fees, are the responsibility of the resident.

2. When is a Road Closure Permit required?

- Minor closures of less than a few minutes may occur without obtaining a Road Closure Permit.
- Blockages of more than a few minutes for deliveries and pickups will require a Road Closure Permit but will not require temporary traffic control.
- All other blockages require a Road Closure Permit. Temporary, professional traffic control will be required for all full day and half day road closures associated with a private project.

3. Deadline for applications

A complete application package for a Road Closure Permit must be submitted a minimum of ten business days in advance of the anticipated closure. The application package consists of this executed application, all supporting documentation required from the traffic control company, and payment of all fees.

4. Days and hours closures are permitted

- A half day road closure may be scheduled for up to four hours between 9:00am and 4:30pm. Full day road closures may be scheduled from 9:00am to 4:30pm.
- Road Closures may not start earlier than 9:00 AM and must be completed by 4:30 PM
- A Corinthian Island road closure is never scheduled on a Monday (garbage pick-up day).
- Road closures may not be scheduled on the third Thursday of each month (street cleaning day).

5. Traffic control company requirements

Residents are encouraged to have their construction contractor or traffic control company representative apply for the Road Closure Permit. Traffic control companies are required to have a Belvedere Business License and to provide proof of liability insurance on file with the City at the time of application for the Road Closure Permit.

6. Sign deposit and applicant responsibility to remove signs

For the return of the sign deposit, immediately after road closure is over, signs must be taken down. When signs are not taken down immediately, and City staff must take the signs down, the sign deposit is forfeited.

7. How to reuse signs

Reusing signs is encouraged. To reuse signs:

- Only white duct tape may be applied to the signs to cover up incorrect dates on the signs.
- Reusable signs are filled out by City staff.
- The reusable signs must be submitted at the same time as the fee payment and Road Closure Application.
- A sign deposit is required regardless of whether signs are reused or purchased from the City.

8. Road closure fees

4 Hours (½ day) = \$233.00 8 Hours = \$466.00

Signs must be purchased from the City: \$16.00 ea.

Refundable sign deposit required (separate fee): \$25.00 per sign.

9. Utility company Road Closure Permits

Utility companies and other public agencies should contact Public Works directly regarding any work to be done in the City right-of-way. Please telephone (415) 435-3838. Closures that result from maintenance or emergency repair of public utilities and infrastructure will not be required to provide temporary traffic control, but will be subject to all permit and noticing requirements. However, the City will request that such agencies or contractors voluntarily comply with the traffic control procedures.