



Planning & Community Development  
 Mobility Division  
 1685 Main Street – Room 115  
 Santa Monica, California 90401  
 transportation.planning@smgov.net  
 Phone: 310/458-8291 FAX: 310/576-9170

City of  
**Santa Monica®**

- See attached TTCP # \_\_\_\_\_ Rev \_\_\_\_\_
- See attached waiver of TTCP requirement per \_\_\_\_\_
- See attached TCP
- See attached TCP Supplement
- See attached Roadway or Alley Closure Diagram

For City use only. DO NOT WRITE OR STAMP HERE Fee per issuance \$306.57 received, and RCP approved by:

TPOS- \_\_\_\_\_

Permit valid ONLY when stamped & signed above by Mobility Division For use with the associated City of Santa Monica Permits or WANS:

## ROADWAY CLOSURE PERMIT

<b>Date(s) of Closure (mm/dd/yy to mm/dd/yy):</b>	<b>Applicant's name:</b>
<b>Circle Day(s) of Week: M TU W TH F SA</b>	<b>Applicant Company:</b>
<b>Hours:</b>	<b>Address:</b>
<b>Job Address (number + street name REQUIRED):</b>	<b>Email:</b>
<b>Name of Roadway to be closed:</b>	<b>Phone:</b>
<b>Between (cross-street or cross-alley names):</b>	<b>Emergency phone:</b>

**Purpose:**

**Notes:**

Date

Civil Engineering, print name:

Signature:

Resource, Recovery & Recycling print name:

Signature:

Please see reverse to determine *if* Big Blue bus approval is needed and how to set up an appointment to obtain signature.

Big Blue Bus printed name:

Signature:

Please see reverse to determine *if* Downtown Santa Monica, Inc. approval is needed.

Downtown Santa Monica, Inc., print name:

Signature:

Police, Department print name or badge number:

Signature:

Fire Department print name:

Signature:

After obtaining all the required signatures, please return this form in person, with a traffic control plan, to the PCD Mobility Division well in advance the **required 72 hour minimum notification period** (see over) This is not a valid permit until stamped and signed by Mobility Division staff and the work permit is issued by the Public Works Department.

## Roadway Closure Permit

The issuance of this application is based on the following:

1. The applicant cannot keep an 11' clear passageway in an alley or it is determined necessary by the City of Santa Monica to close a street.
2. The applicant has or has pending an **excavation** or **sewer permit in the public right-of-way** — and requests a Roadway Closure Permit.
3. The applicant shall **always** provide a traffic control plan (TCP), including a site plan showing the dimensions of the roadway, the work zone, intersecting roadways, driveways, etc. A standard Roadway Closure Diagram may be utilized, unless City staff determines a customized TCP is necessary to ensure work site and public safety. **Note: some streets require a Temporary Traffic Control Plan (TTCP) pre-approved by a Traffic Engineer. See [www.smgov.net/TTCP](http://www.smgov.net/TTCP)**
4. Mobility Division, Traffic Engineering, or Civil Engineering staff have reviewed the site plan and other application material and agree that a roadway closure is necessary.

### Please obtain signatures in this order:

**Civil Engineering :**

Telephone (310) 458-8721

City Hall, 1685 Main Street, Room 115

Fax (310) 393-4425

**Resource, Recovery & Recycling:**

Telephone (310) 458-2223

2500 Michigan Avenue (City Yards)

Fax (310) 264-7750

**Big Blue Bus**

Big Blue Bus approval is required **only** if a closure will impact a bus route or bus stop zone.

**Call to make appointment:** (310) 451-5444

**Downtown Santa Monica, Inc.:**

Telephone (310) 393-8355

1351 Third Street Promenade, Suite 201

Fax (310) 458-3921

**Note:** Approvals for complete closures in the Downtown Business District (DBD) (bounded by Ocean Avenue on the west, Wilshire Boulevard on the north, 4<sup>th</sup> Court on the east and Broadway on the south) must be obtained from the Downtown Santa Monica, Inc. Approval of a complete closure on Wednesdays and Saturdays is unlikely because roadways in the DBD are heavily used as alternate routes to the roads closed for Farmers Market.

**Fire Department (Prevention Division):**

Telephone (310) 458-8915

333 Olympic Drive (next to City Hall)

Fax (310)-395-3395

**Police Department (Operations):**

Telephone (310) 458-8387

333 Olympic Drive (next to City Hall)

Fax (310) 917-6635

Contact the Watch Command if necessary (310) 458-8427

**Mobility Division:**

Telephone (310) 458-8291

City Hall, 1685 Main Street, Room 115

[transportation.planning@smgov.net](mailto:transportation.planning@smgov.net)

If approved:

1. **APPLICANT IS REQUIRED TO POST AND DISTRIBUTE COPIES OF THIS APPROVED PERMIT TO ALL IMPACTED BUSINESSES AND RESIDENCES A MINIMUM OF 72 (SEVENTY-TWO) HOURS IN ADVANCE OF THE PROPOSED WORK ACTIVITIES.**
2. Closure, including signage, barricades, etc. shall be in accordance with the submitted site plan. Nothing shall be placed in alley or street unless clearly indicated on attached site plan.
3. Traffic control signage must comply with the requirements of the latest edition of the **State of California Department of Transportation, Traffic Manual Chapter 6—Temporary Traffic Control.**
4. Work shall not commence until traffic control measures are fully in place.
5. Applicant must provide clear access to parking and driveways, or provide alternate access accommodations unless otherwise noted.