



Public Works

LOS ANGELES COUNTY

**ROAD CLOSURE PERMIT
GUIDELINES FOR SPECIAL EVENTS
AND CONSTRUCTION PROJECTS**

**LAND DEVELOPMENT DIVISION
PERMITS/SUBDIVISION SECTION
ROAD UNIT**

REVISED: October 2023

ROAD CLOSURE PERMIT GUIDELINES FOR SPECIAL EVENTS AND CONSTRUCTION PROJECTS

- 1) A Road Encroachment Permit is required for any proposed road closure within unincorporated LA County.
- 2) Public Works may require proof of a business license or clearance from the Los Angeles County Treasurer and Tax Collector (TTC) for events, such as Carnivals or Outdoor Festivals pursuant to Title 7, Chapter 7.60 of the Los Angeles County Code. Note that TTC requires at least 120 days to review and process an application for a business license. If your event requires a business license from TTC, you should commence your application with TTC as the lead County department. Please contact Eric Barnes at 213.584.1113 or ebarnes@ttc.lacounty.gov for information regarding TTC business licenses.
- 3) Complete and submit the online Road Encroachment permit application in EPIC-LA at <http://epicla.lacounty.gov/SelfService/#?home>. We recommend submitting the application **at least 60 days prior** to the requested closure date to allow adequate review and processing time. The permit application must include:
 - a. A project description of the road closure that includes the following:
 - Street name to be closed and limits of street closure.
 - Estimated length of the road closure
 - Expected Number of Attendees/Participants (Special Events)
 - Date/Time of road closure set-up and removal
 - Event Date/Time (Special Events)
 - b. If someone other than the owner is applying, a Letter of Authorization designating an agent, contractor, or other organization to act as an agent on behalf of the owner/applicant in all matters related to obtaining the road encroachment permit.
 - c. A completed Public Safety Agency Consent Form showing concurrence for the proposed road closure from the local Los Angeles County Sheriff, local Los Angeles County Fire Station, and California Highway Patrol (CHP).
 - d. A completed Road Closure Permit Consent Form – Affected Adjacent Residents/Businesses with the approval of **ALL** residents/businesses or occupants along the segment of the street to be closed. For construction projects or County sponsored events, evidence of community outreach such as a flyer or doorhanger with details of the event and road closure, and a map or list of properties/addresses for which the flyer or doorhanger was distributed, may be accepted in lieu of the Road Closure Permit Consent Form – Affected Residents/Businesses.

- e. A Certificate of Liability Insurance showing documentation of liability insurance coverage in the amount per the latest “Green Book” requirements. The County of Los Angeles shall be named as co-insured, noted on a separate Additional Insured Endorsement Form referencing the general liability insurance policy number shown on the Certificate of Liability Insurance. Insurance requirements are available from the Permit Center <http://dpw.lacounty.gov/permits/>.
 - f. Traffic Control Plans (TCP), which include a detailed plan view showing the entire length of the proposed traffic control set-up with placement of all required/proposed devices and signage. The TCP shall be compliant with the latest California Manual on Uniform Traffic Control Devices (California MUTCD). **TCPs for all major streets must be stamped and signed by a registered Civil Engineer.** Other road closures may require the same.
- 4) Applicant shall coordinate detours with any affected transit agency if there is a bus route(s) along the street to be closed. Notification to the transit agency must be provided at least 14 days in advance of the road closure. The Applicant must provide documentation showing compliance with this requirement.
 - 5) Applicant must provide the necessary traffic control devices, e.g., barricades, delineators, signage, etc., to the road closure, including parked vehicles and other solid barricades placed across the entire street width. All traffic control devices shall conform to the latest California MUTCD or otherwise shown on the approved TCP signed and stamped by a registered civil engineer.
 - 6) All applicable permit fees will be assessed upon review of the submitted documents. Invoiced fees must be received prior to processing the permit application. Permit fees include but are not limited to the following: a non-refundable processing and issuance fee, inspection fee, TCP review fee (if applicable) and a refundable security deposit to ensure street clean-up.
 - 7) Road closures for moving events (parades, running/walking events, 5K, 10K, half & marathon races, bicycle event, car races, etc.) fall under the jurisdiction of the Los Angeles County Sheriff’s Department and do not require a Road Encroachment Permit from Public Works.
 - No person(s) shall conduct, manage, or participate in any parade, running event, or bicycle event unless they first obtain a permit from the Sheriff’s Department per Los Angeles County Vehicle and Traffic Code 15.88.020.
 - Applicant is required to contact the local Sheriff’s office to obtain the permit to conduct such event.

FORMS

1. PUBLIC SAFETY AGENCY CONSENT FORM
2. ROAD CLOSURE PERMIT CONSENT FORM –
AFFECTED ADJACENT RESIDENTS/BUSINESSES

Public Safety Agency Consent Form

Name of Event: _____

Requested Date(s) of Event: _____

Type of Event: _____

Event Details: _____

Expected Number of Attendees/Participants: _____

The event is: Private or Public

Note: Public Works may require proof of a business license or clearance from the Los Angeles County Treasurer and Tax Collector (TTC) for events, such as Carnivals or Outdoor Festivals pursuant to Title 7, Chapter 7.60 of the Los Angeles County Code. Note that TTC requires at least 120 days to review and process an application for a business license. If your event requires a business license from TTC, you should commence your application with TTC as the lead County department. Please contact Eric Barnes at 213.584.1113 or ebarnes@ttc.lacounty.gov for information regarding TTC business licenses.

SHERIFF, FIRE, AND CHP CONSENT:

We are aware of the planned closure of _____ between
(STREET NAME)

_____ and _____ from

_____ to _____ between the hours of _____ and _____.
(DATE) (DATE) (AM / PM) (AM / PM)

We have no objection to the proposed closure.

Local Los Angeles County Sheriff

Name / Title

(Signature)

Telephone

Station

Local Los Angeles County Fire Department

Name / Title

(signature)

Telephone

Station

California Highway Patrol

Name / Title

(signature)

Telephone

Station

Road Closure Permit Consent Form – Affected Adjacent Residents/Businesses

Name of Event: _____

Requested Date(s) of Event: _____

Type of Event: _____

Event Details: _____

Expected Number of Attendees/Participants: _____

The event is: Private or Public



Road Closure Permit Consent Form – Affected Adjacent Residents/Businesses

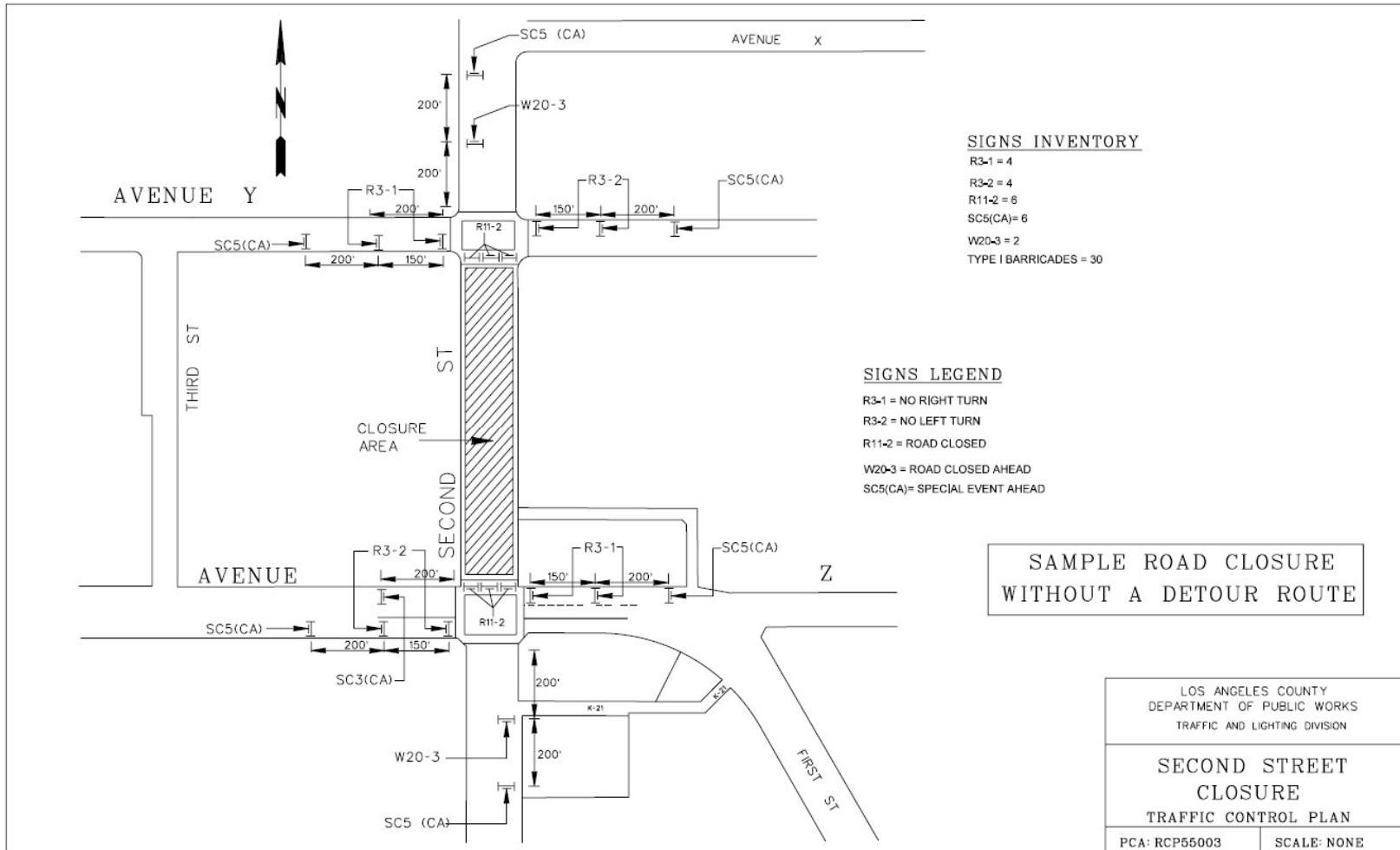
We are aware of the planned closure of _____ between _____
(STREET NAME) (STREET NAME)
and _____ from _____ to _____ between the hours of _____ and _____.
(STREET NAME) (DATE) (AM/PM) (AM/PM)

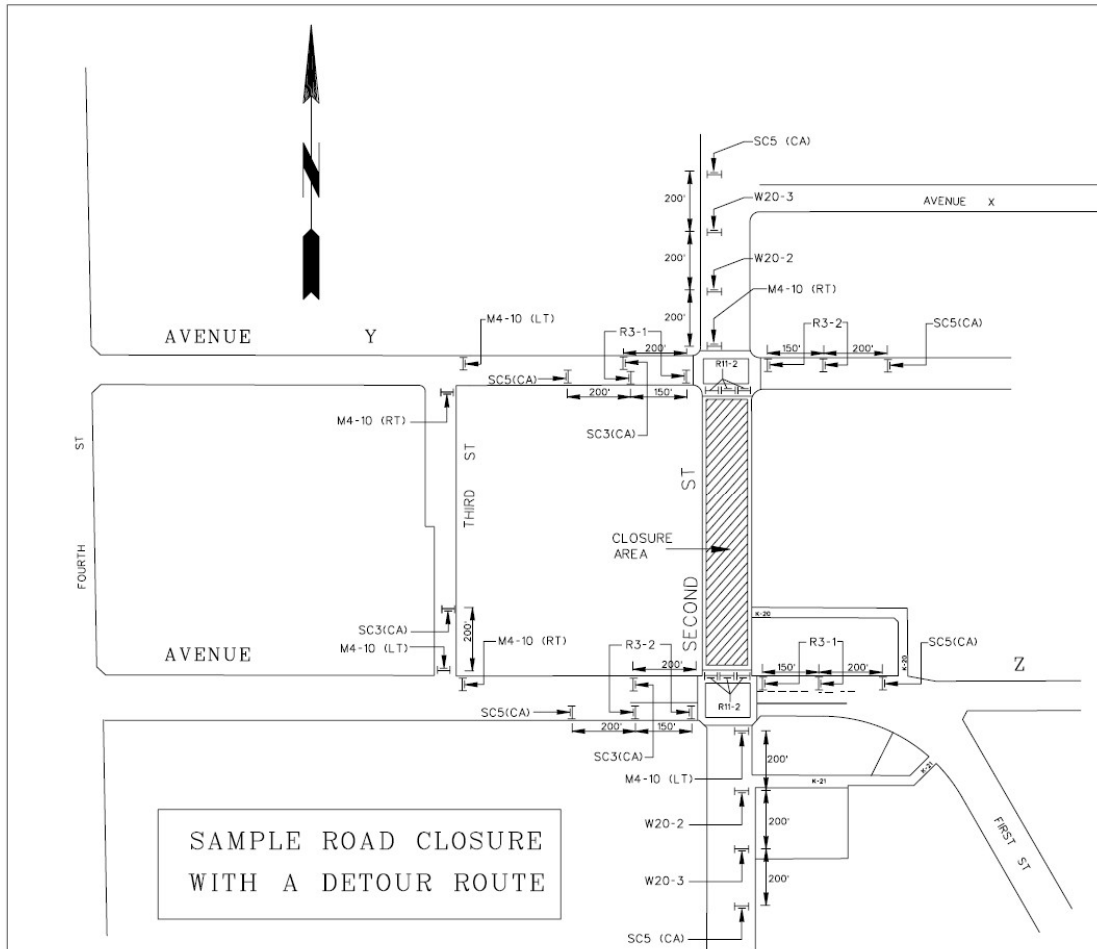
We have no objection to the proposed closure.

<u>Street Address</u>	<u>Name (Please Print)</u>	<u>Signature</u>	<u>Phone No.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SAMPLES

TRAFFIC CONTROL PLAN SAMPLES





SAMPLE ROAD CLOSURE
WITH A DETOUR ROUTE

SIGNS INVENTORY

R3-1 = 4
R3-2 = 4
R11-2 = 6
W20-2 = 2
W20-3 = 2

M4-10(LT) = 3
M4-10(RT) = 3
SC5(CA) = 6
SC3(CA) = 3

TYPE I BARRICADES = 30

SIGNS LEGEND

R3-1 = NO RIGHT TURN
R3-2 = NO LEFT TURN
R11-2 = ROAD CLOSED
W20-3 = ROAD CLOSED AHEAD
W20-2 = DETOUR AHEAD
M4-10(LT) = DETOUR, TURN LEFT
M4-10(RT) = DETOUR, TURN RIGHT
SC3(CA) = DETOUR, STRAIGHT
SC5(CA) = SPECIAL EVENT AHEAD

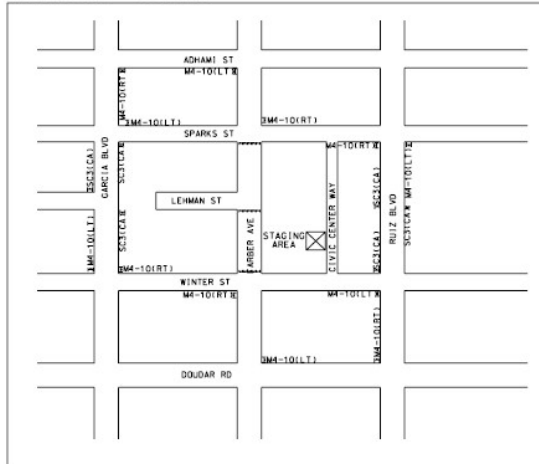
LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS TRAFFIC AND LIGHTING DIVISION	
SECOND STREET CLOSURE	
TRAFFIC CONTROL PLAN	
PCA: RCP55003	SCALE: NONE

LOS ANGELES COUNTY
DEPARTMENT OF PUBLIC WORKS
TRAFFIC CONTROL PLAN

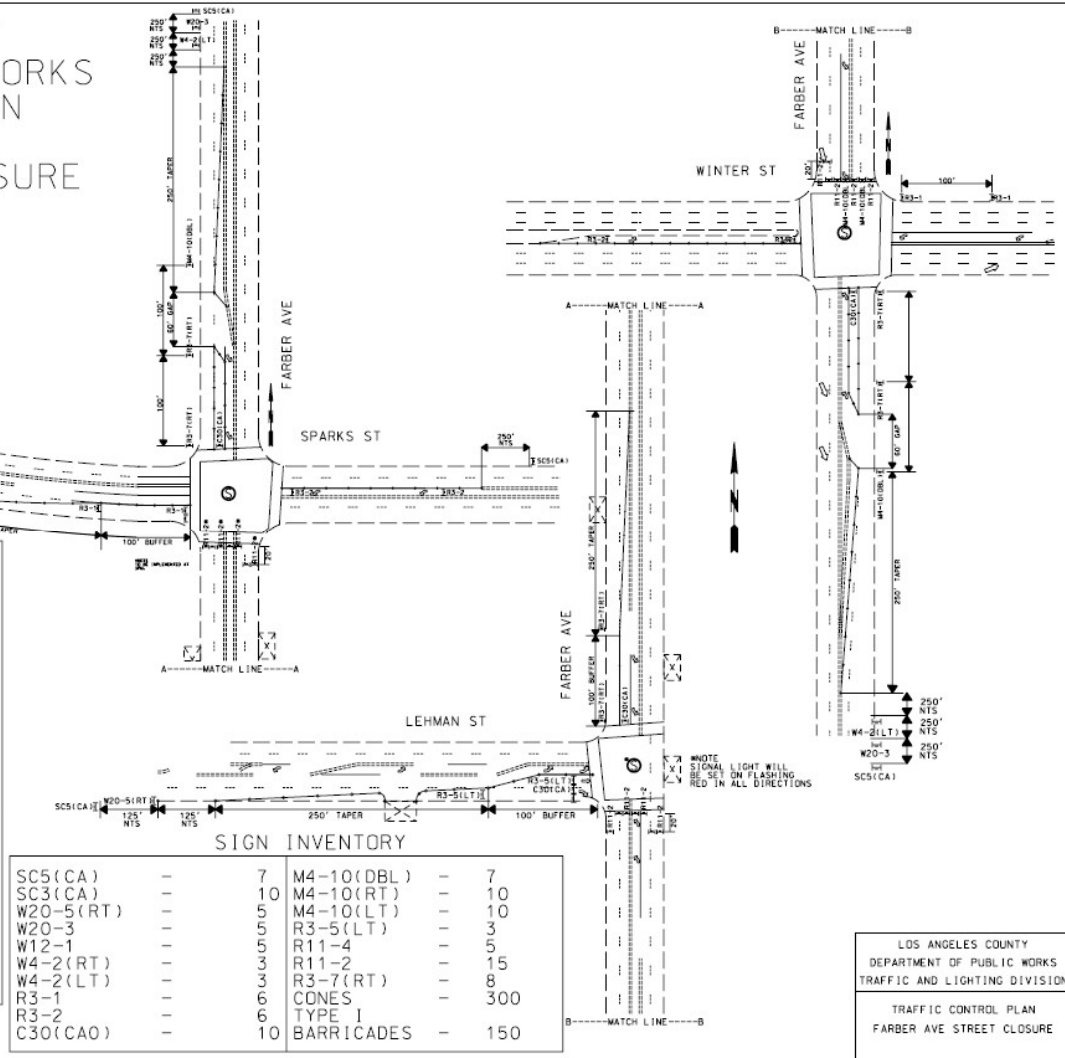
FARBER AVE STREET CLOSURE
JUNE 27, 2009
PCA - DPW1234567

GENERAL NOTES
CLOSURE FROM SOUTHWEST SIDE OF LEHMAN ST
TO NORTHSIDE OF WINTER ST FROM 6AM
TO 3PM.
AT 3PM CLOSURE FROM LEHMAN ST
WILL BE MOVED NORTH TO SOUTHWEST
SIDE OF SPARKS ST.

DETOUR ROUTE

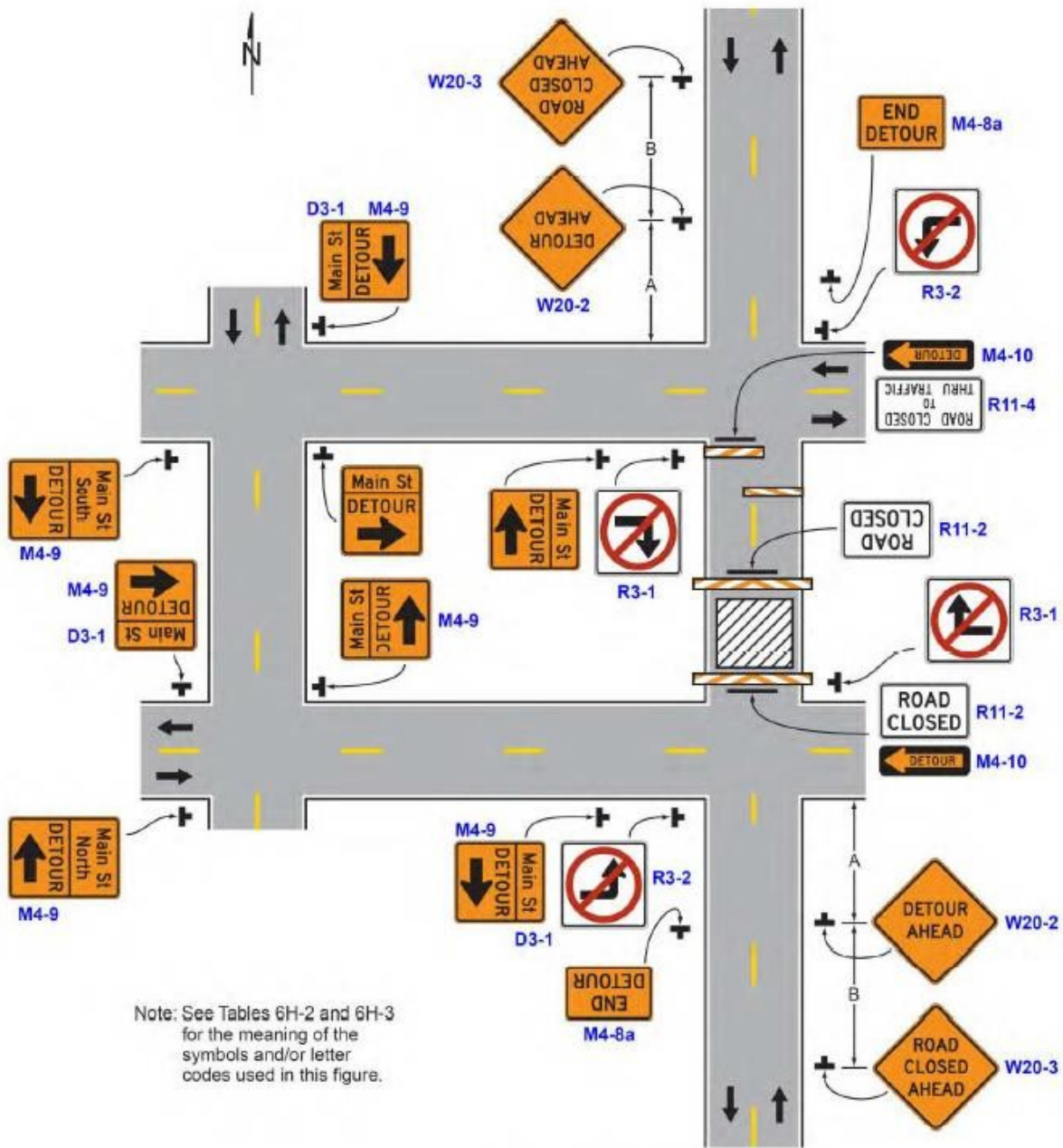


DRAWN BY : P.P.



FARBER AVE STREET CLOSURE

Figure 6H-20. Detour for a Closed Street (TA-20)



Note: See Tables 6H-2 and 6H-3 for the meaning of the symbols and/or letter codes used in this figure.

Typical Application 20

**Notes for Figure 6H-20—Typical Application 20
Detour for a Closed Street**

Guidance:

1. *This plan should be used for streets without posted route numbers.*
2. *On multi-lane streets, Detour signs with an Advance Turn Arrow should be used in advance of a turn.*

Option:

3. Flashing warning lights and/or flags may be used to call attention to the advance warning signs.
4. Flashing warning lights may be used on Type 3 Barricades.
5. Detour signs may be located on the far side of intersections. A Detour sign with an advance arrow may be used in advance of a turn.
6. A Street Name sign may be mounted with the Detour sign. The Street Name sign may be either white on green or black on orange.

Standard:

- 7. When used, the Street Name sign shall be placed above the Detour sign.**

Support:

8. See Figure 6H-9 for the information for detouring a numbered highway.