



# PERMIT TO CLOSE PUBLIC WAY

Public Works Department  
2123 Market Street  
Baytown, Texas 77522-0424

The applicant herein identified requests permission to close the following right-of-way on the dates and times specified:

Applicant: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Closing begins on: \_\_\_\_\_ At: \_\_\_\_\_  
Closing ends on: \_\_\_\_\_ At: \_\_\_\_\_

Purpose, location and description of closing

Closure requirements:

1. All applications must be made 48-hours prior to closure, except in cases of emergency.
2. If circumstances require an additional time of closure, the applicant **shall** apply for a new permit.
3. The applicant or his agent shall not remove or obstruct any existing traffic control device without prior approval and written authorization from the COB Traffic Engineer, or his agent.
4. The applicant shall provide adequate signing and barricades in conformance with the **Texas Manual on Uniform Traffic Control Devices (TMUTCD)**, latest revision.
5. The applicant shall notify the COB Traffic Engineer if the roadway(s) is(are) opened prior to the approved time limit. However, if this reopening occurs after normal working hours, the applicant must notify the **City of Baytown Public Safety Communications at (281) 420-6600**.
6. This permit **MUST** be on site and available for inspection at all times.

Additional requirements, if necessary:

- The applicant shall submit a detailed, scaled traffic control plan that has been sealed by a professional engineer.
- The applicant shall submit a detailed special event traffic management plan, sealed by a professional engineer.

I have read the above requirements and fully understand and agree to comply with them.

Applicant (or agent): \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Matthew Johnson  
COB Traffic Engineer