

Jay M. Jarvis, P.E.  
Director

3000 Sheffield Road  
Winter Haven, FL 33880



Board of County Commissioners

PHONE: 863-535-2200  
FAX: 863-534-7339  
[www.polk-county.net](http://www.polk-county.net)

**ROADS & DRAINAGE DIVISION**

# Lane Closure Request Form

**Request Date:**

**Project Name:**

**Street Name:**

**Municipality:**

**Scope of Work:**

**Reason for Closure:**

**Closure Start Date:**

**Closure Duration:**

**Project Duration:**

**Office Contact Name:**

**Agency/Company:**

**Office Phone:**

**Jobsite Contact Name:**

**Agency/Company:**

**Mobile Phone:**

**Notes:**

- Request must be returned at least 7 working days prior to closure start date.
- Submit form with a locator map and traffic control plan to: [TE\\_RoadClosureCoordinator@polk-county.net](mailto:TE_RoadClosureCoordinator@polk-county.net)
- Polk County will notify first-responder agencies and other appropriate authorities.

**Reviewed by:**

Joe Montoya, P.E., Engineering Manager

Amy J. Gregory, P.E., Traffic Manager

**Date:**

**Date:**

**Approved by:**

**Date:**

Jay M. Jarvis, P.E., Division Director