



ROADS & DRAINAGE DIVISION

Road Closure Request Form

DATE OF REQUEST: _____ PROJECT OWNER: _____
AGENCY/COMPANY/UTILITY

PROJECT NAME: _____

PROJECT LOCATION: _____
Roadway Name City/Town

SCOPE OF WORK: _____

REASON FOR CLOSURE: _____

CLOSURE START DATE: _____ START TIME: _____ END TIME: _____
MONTH/DAY/YEAR HR:MIN AM/PM HR:MIN AM/PM

CLOSURE DURATION: _____ DAYS PROJECT DURATION: _____ DAYS

ROAD CLASSIFICATION: _____ COLLECTOR ROAD _____ LOCAL RESIDENTIAL

OFFICE CONTACT: _____
Name Office Phone Agency or Company

JOB SITE CONTACT: _____
Name Mobile Phone Agency or Company

PROJECT TYPE: _____ LAND DEVELOPMENT DIVISION _____ ROADS & DRAINAGE DIVISION _____ OTHER
(CHECK ONE)

PERMIT # _____ ROW-USE PERMIT # _____

NOTES:

1. In accordance with **County Ordinance 2025-020**, road closure approvals must be **specific and justifiable** and are only granted upon the following conditions: (a) all other possible alternatives have been explored and found to be impossible or impractical; (b) the road closure enhances public safety; (c) the road closure is necessary to mitigate hazardous working conditions; and (d) the road closure is not merely for the convenience of the applicant, contractor, or requesting party.
2. Road closure requests exceeding five (5) days for roads that are classified as "collector roads," requests exceeding thirty (30) days for roads that are classified as "local residential," and all requests for extensions require Board approval.
3. Road closures exceeding fourteen (14) days require a "Road Closure Agreement" to be executed and returned at least three (3) days prior to scheduled closure start date. Call 863-535-2200 for details.
4. Request for closure form must be submitted to TE_RoadClosureCoordinator@polk-county.net at least ten (10) working days prior to closure start date for requests that do not exceed five (5) days and at least forty-five (45) working days prior to closure date for requests that exceed five (5) days.
5. Submit form with an aerial location map depicting work zone location with north arrow and major roads labeled.
6. Submit form with a traffic control plan to include:
☐ Detour Route ☐ Location of Signs & Devices ☐ Required Message Boards w/Text of Message

7. Location map and traffic control plan must be computer-generated and cannot be hand-sketched.
8. Requests for extension must be submitted with the originally approved request form.
9. Polk County will notify first-responder agencies and other appropriate organizations.
10. If approved, the applicant must display signage announcing the road closure for at least five (5) days prior to the date of the road closure in a conspicuous location in both directions of travel.
11. See County Ordinance 2025-20 for compliance, enforcement, and penalties.

Reviewed by:

Approved by:

Douglas Gable, P.E.
Engineering Manager- Interim

Date

Jay M. Jarvis, P.E.
Division Director

Date

Amy J. Gregory, P.E.
Traffic Manager

Date

John Bohde
Deputy County Manager

Date