



**CITY OF PORT ST LUCIE**  
**PUBLIC WORKS DEPARTMENT**  
*Road/Lane & Sidewalk Closure Request Form*  
 Revision Date: February 2019

Request Date: \_\_\_\_\_

Applicant / Company Name: \_\_\_\_\_ Applicant Phone Number: \_\_\_\_\_

Applicant Email (optional): \_\_\_\_\_

Type of Closure (Click all that apply):

Road                  Lane                  Sidewalk                  Full Closure                  Intermittent Closure

Start Date of Closure: \_\_\_\_\_ End Date of Closure: \_\_\_\_\_

Start Time of Closure: \_\_\_\_\_ End Time of Closure: \_\_\_\_\_

Street Name of Closure: \_\_\_\_\_

Cross Streets Affected:

Between: \_\_\_\_\_ and: \_\_\_\_\_

Detour Street(s): \_\_\_\_\_

MOT Index Used:  
 (Reference Index Number) \_\_\_\_\_

Description of Work Activities:

Return the completed form and any attachments to the Public Works/Engineering Department via email at [rdclosure@cityofpsl.com](mailto:rdclosure@cityofpsl.com).

**\*\* For City Use Only \*\***

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Date Authorized: \_\_\_\_\_

Comments:

# General Conditions of Road/Lane Closure Request Form

1. **Lane/Shoulder Closure** requests must be submitted a minimum of 48 business hours prior to requested closures and at minimum be accompanied by a detailed site map of the work zone and surrounding affected areas.
2. **Road/Sidewalk Closure** requests must be submitted a minimum of 14 days prior to requested closures and be accompanied by a detailed Maintenance of Traffic plan from FDOT's Standard Plans. When traffic control requires detours, and/or road closures, plan must be accompanied by the certification of plans preparer.
3. A copy of the road/lane closure request form must be onsite for the duration of a closure.
4. Request forms should callout direction of travel to be affected.

The City Engineer or designee can at anytime request that a road/lane closure be removed from the roadway if deemed to be unauthorized.

## Unauthorized Road/Lane Closures

### **Sec. 97.04. - Interruption of traffic on streets.**

It shall be unlawful for any person to block, obstruct, or otherwise interrupt the flow of traffic upon the streets within the city without having first obtained a permit from the city manager or his designee to do so. The city manager or his designee is authorized to impose such conditions and restrictions on any permit issued hereunder that he deems appropriate to insure the smooth flow of traffic within the city.

(Ord. 86-10, passed 3-25-86)

**Cross reference**— Penalty, see section 10.99

### **Sec. 10.99. - General penalty.**

Any person, firm, or corporation who violates any provision of this Code for which another penalty is not specifically provided shall, upon conviction, be subject to fines as follows:

- First offense: \$50.00
- Second offense: \$200.00
- if uncontested and paid within 30 days of receipt of citation. If contested, the fine shall not exceed \$500.00 plus filing fee and court costs.
- A third and subsequent offense shall constitute a misdemeanor of the second degree punishable as provided in Sections 775.082 and 775.083, F.S.

(Ord. No. 12-04, 2-27-12)