

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
(180 days- 11/08/2025)
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:

- 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.
- 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.
- 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.
- 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.
- Submit form with an aerial location map depicting work zone location with north arrow and major roads labeled.
- 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:

Doug Gable 05/05/2025
Doug Gable, P.E. Date
Engineering Manager- Interim

Amy Gregory 05/05/2025
Amy J. Gregory, P.E. Date
Traffic Manager

Approved by:

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

John Bohde Date
Deputy County Manager

SEE PAGE 4 FOR ENLARGED VIEW OF WORK AREA

Manifest

85 x Barrel
 10 x M4-9 Detour Straight
 6 x W20-1F Road Work Ahead
 6 x W20-2A Detour Ahead
 4 x M4-9R Detour With Arrow (Right)
 3 x M4-9L Detour With Arrow (Left)
 2 x M4-10D Detour Double Arrow
 2 x M4-8a end detour
 2 x R11-2 Road Closed
 2 x R3-2 No left turn
 1 x I-22A gateway Rest Areas Only
 1 x R11-3 R11-3 road closed ahead local traffic only
 1 x R3-2 No right turn
 1 x W20-3
 1 x W9-3L Left Lane Closed Ahead

Legend

- Barrel
 Sign Post Monted
 TYPE III BARRICADE
 VMB
 Work Area

POSTED
SPEED
55



VMB MESSAGE 7 DAYS PRIOR

FOREST LAKE DR	MM/DD/YY
TO CLOSE	FOLLOW
	DETOUR

VMB MESSAGE DURING ROAD CLOSURE

FOREST LAKE DR	USE
CLOSED	NORTH BLVD

VMB MESSAGE DURING ROAD CLOSURE

FOREST LAKE DR	USE
CLOSED	HOLLY HILL RD



FLASH-RITE, INC. 4077 N. W. 10th Ave. Suite 100
 Fort Lauderdale, FL 33309
 Phone: (954) 341-1111
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 Email: info@flash-rite.com
 Website: www.flash-rite.com

Date: 9/4/2024 Author: FLASH-RITE, INC. Project: US HWY 27 / FOREST LAKE DR
 Comments: SIGN AND DEVICE SPACING TO FOLLOW FDOT DESIGN STANDARDS 2024/2025
 FDOT STANDARD INDEX 102-613
 ROAD CLOSURE / LEFT TURN LANE CLOSURE SOUTHBOUND

SEE PAGE 8 FOR ENLARGED VIEW OF WORK AREA



ENLARGED VIEW OF WORK AREA



SUGGESTED PLAN DESIGN TO BE USED FOR PERMIT SUBMITTAL ONLY - FLASH-RITE INC. IS NOT A CERTIFIED ENGINEER AND IS RELEASED FROM LIABILITY IN RESPECTS TO PLAN DESIGN

Date: 9/4/2024 Author: FLASH-RITE, INC. Project: US HWY 27 / FOREST LAKE DR

Comments:

SIGN AND DEVICE SPACING TO FOLLOW FDOT DESIGN STANDARDS 2024/2025

FDOT STANDARD INDEX 102-613

ROAD CLOSURE / LEFT LANE CLOSURE NORTHBOUND

SEE PAGE 6 FOR ENLARGED VIEW OF WORK AREA



ENLARGED VIEW OF WORK AREA



FRI
Flash-Rite, Inc.
407-834-0408

SUGGESTED PLAN DESIGN TO BE USED FOR PERMIT SUBMITTAL ONLY. FLASH-RITE INC. IS NOT A CRYPOT ENGINEER AND IS RELEASED FROM LIABILITY IN RESPECTS TO PLAN DESIGN

Date: 9/4/2024 Author: FLASH-RITE, INC. Project: US HWY 27 / FOREST LAKE DR

Comments:

SIGN AND DEVICE SPACING TO FOLLOW FDOT DESIGN STANDARDS 2024/2025

FDOT STANDARD INDEX 102-613

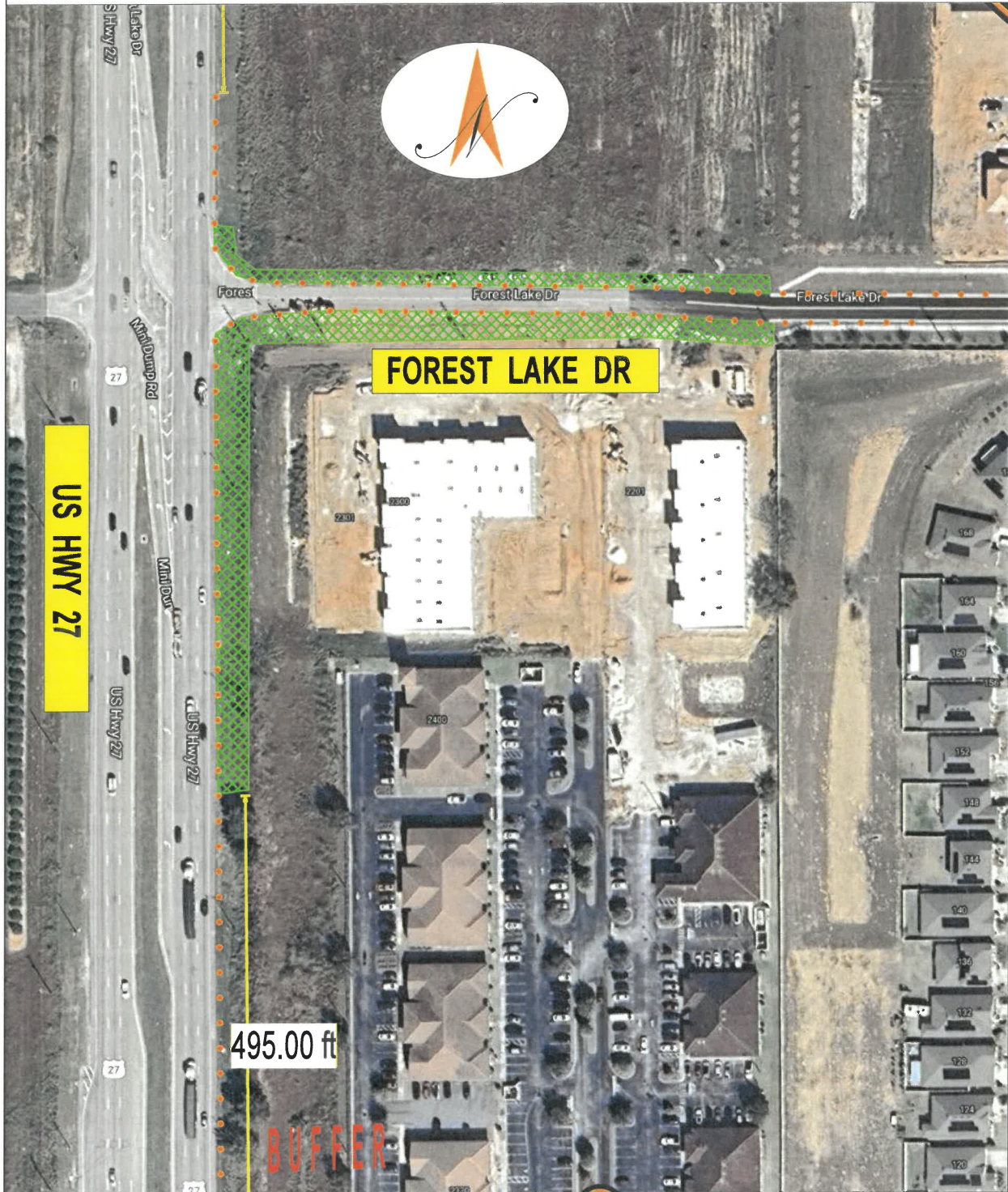
ROAD CLOSURE / RIGHT LANE CLOSURE NORTHBOUND

SEE PAGE 2 FOR ENLARGED VIEW OF WORK AREA



Date: 9/4/2024 Author: FLASH-RITE, INC. Project: US HWY 27 / FOREST LAKE DR
Comments:
SIGN AND DEVICE SPACING TO FOLLOW FDOT DESIGN STANDARDS 2024/2025
FDOT STANDARD INDEX 102-602

ENLARGED VIEW OF WORK AREA



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FDOT STANDARD INDEX 102-602

