



Full Roadway Closure Procedures (Capital Construction Projects Not Applicable)

- Any Applicant/Permittee requesting Full roadway closure must first fill out the "REQUEST FOR FULL ROADWAY CLOSURE" form and the "APPLICATION FOR ROADWAY/SIDEWALK PERMIT" form provided by DOT in the applications sections of the waiting area. These forms must be filled out completely including a diagram of the proposed work site. These forms and all other paperwork normally presented for review must be submitted at the time of review.
- Upon receiving OCMC's approval, the Applicant/Permittee must then send a written notification (on their letterhead) via certified mailing and fax to the local Police Precinct, Fire/EMS, Community Board, and when applicable affected NYCT or Private Bus Companies. Property owners shall be notified via flyers noting the date of the closure and the Applicant/Permittee's name and telephone number. Notification must be given a minimum of seven days in advance of work commencing. Proof of this notification must be presented to OCMC at which time, the necessary permits will be issued. If the necessary notification has not been given, the application will be denied, the work must be rescheduled and the review process reinstated.
- The Permittee, at the reviewers discretion, will be required to place a Variable Message Board (VMS) or a fixed construction sign with orange background and black lettering at the location of the closure seven days in advance. If a VMS board is required, it must be placed within a legal parking space with the message visible to the motorists. The fixed sign will be four feet by four feet (4' x 4') with five (5) inch lettering. The sign may be placed on a lamp pole entering the closed street and placed between seven (7) feet and ten (10) feet high. The sign shall state "{NAME OF THE STREET BEING CLOSED}, {DATE OF CLOSURE}, {TIME OF CLOSURE}, USE ALTERNATE". This will be a traffic stipulation on the permit, and notice of violations will be issued for non-compliance. On two-way roadways signs must be placed at each end of the affected block segment and visible to traffic to traffic moving in both directions.

Example:

WEST 41st Street
(7th Ave – 8 Ave)
Closed Sun.3/8/15
8 AM – 6 PM
USE ALTERNATE

- Temporary parking restriction signs must be posted opposite the work site 48 hours in advance of work, indicating the restricted day of parking. All temporary construction signs and VMS boards must be removed immediately upon completion of the road way closure.

Nicolas Dagher P.E.
Executive Director
OCMC