



## Full Roadway Closure Procedures

- Any Applicant/Permittee requesting a full roadway closure must first complete the **REQUEST FOR FULL ROADWAY CLOSURE** form, provided by NYC DOT on its website at [http://www.nyc.gov/html/dot/downloads/pdf/dot\\_full\\_roadway\\_closure\\_procedures.pdf](http://www.nyc.gov/html/dot/downloads/pdf/dot_full_roadway_closure_procedures.pdf), and email it to [FULLROADWAYCLOSURE@DOT.NYC.GOV](mailto:FULLROADWAYCLOSURE@DOT.NYC.GOV) a **minimum of ten (10) days prior** to the proposed full roadway closure.
  - Please include in the email subject line the BOROUGH where the proposed closure will occur, the HOUSE NUMBER (if related to a building operation), the NAME OF THE STREET TO BE CLOSED and "FRC REQUEST". See below for some examples:
    - Example #1 (Building operation): **Subject: MANHATTAN – 55 WATER STREET FRC REQUEST**
    - Example #2 (Building operation): **Subject: MANHATTAN – OLD SLIP (aka 55 WATER STREET) FRC REQUEST**
    - Example #3 (Non-building operation): **Subject: MANHATTAN – EAST 28<sup>TH</sup> STREET FRC REQUEST**

The **"REQUEST FOR FULL ROADWAY CLOSURE"** form must be filled out completely, including a diagram of the proposed work site, and submitted with all other paperwork necessary to clearly explain the need for the full roadway closure. OCMC will review the request, and a decision will be made. Approval will be conditional, pending proper community notification prior to applying for the work permit.

- Upon receiving OCMC conditional approval, the Applicant/Permittee must send written notification (on their letterhead) via email, certified mail or fax to the local NYC Police Department (NYPD) precinct, NYC Fire Department/Emergency Medical Service (FDNY/EMS), local Community Board, and when applicable, New York City Transit (NYCT) Bus Operation and/or private bus companies. The Applicant/Permittee must also notify, via email, NYC DOT Special Events at [SpecialEvents@dot.nyc.gov](mailto:SpecialEvents@dot.nyc.gov) and NYC DOT OCMC-Streets at [OCMCNotification@dot.nyc.gov](mailto:OCMCNotification@dot.nyc.gov). Property owners shall be notified via flyers, noting the date of the closure, the Applicant's/Permittee's name and telephone number, where they can be reached for further information. Notification must be given a minimum of seven (7) calendar days in advance of the roadway closure. Proof of this notification, and a copy of the approved REQUEST FOR FULL ROADWAY CLOSURE form, must be included in the application for the related work permits. If proof of notification is not provided, the permit application will be denied, the work must be rescheduled, and the review process must start again.
- The Applicant/Permittee, at the reviewer's discretion, will be required to place either a Variable Message Sign (VMS) or a fixed construction sign with orange background and black lettering, at the location of the closure, a minimum of seven (7) calendar days in advance of the roadway closure. If a VMS board is required, it must be placed within a legal parking space with the message visible to motorists. The fixed sign shall be four feet by four feet (4'x4') with five (5) inch lettering. The sign may be placed on a lamppost entering the street to be closed, and placed between seven (7) and ten (10) feet high. The sign shall state the name of the street being closed, the date(s) of the closure, the time of the closure and "USE ALTERNATE". This will be a traffic stipulation on the permit, and a Notice of Violation (NOV) will be issued for non-compliance. On two-way roadways, signs must be placed at each end of the affected street segment and visible to traffic moving in both directions.

Sample Text:



- Temporary parking restriction signs must be posted opposite the work site a minimum of forty-eight (48) hours in advance of the work, indicating the date(s) the parking will be restricted. All temporary construction signs and VMS boards must be removed immediately upon completion of the roadway closure.

*Nicolas Dagher P. E.*

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