MEMORANDUM

TO: Right of Way Permit Applicants
CC: Right of Way Permit and License Analysts
FROM: Greg Pepper, Acting Division Manager
       Right of Way Management, Austin Transportation Department
DATE: October 9, 2017

SUBJECT: Changes to Standard Permit Conditions – Lane Closure Notifications

Effective immediately, Right of Way (ROW) Management requires ROW permit applicants to notify 3-1-1 with the start and end times for the following types of right of way closures:

- Sidewalks within the Downtown Austin Project Coordination Zone (DAPCZ)
- Travel and Bike Lanes on all Arterial and DAPCZ roadways
- Full road closures on ALL roadways and alleys

ROW permit applicants should notify 3-1-1 a minimum of three (3) business days in advance of the closure. Notifications can be phoned in to 3-1-1 (512-974-2000) or logged via the Austin 3-1-1 mobile application. These notifications enable the Austin Transportation Department to notify the public and emergency services in advance of a closure and adjust the timing of nearby signals impacted by the closure.

The "Providing Notification" Mobility Guideline details the when’s, how’s, and what’s of processing this 3-1-1 Service Request Report (notification). ROW permit applicants must follow this procedure for both new notifications AND updates to existing notifications.

As a reminder, ROW Management also requires that the ROW permit and traffic control plan be on-site, and easily accessible to City officials, at all times. This condition applies to both engineered traffic control plans AND standard details.

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