




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.