

# Downtown Lane Closure Request Form



Complete the form below with all the relevant information. Provide with this form a traffic control plan (see attached examples). A separate form is required for each lane closure. Please fax to (408) 292-6090 or e-mail to [mike.imanaka@sanjoseca.gov](mailto:mike.imanaka@sanjoseca.gov) the completed form 10 days prior to start of closure. For more information regarding this form, please contact Mike Imanaka at 408-975-3211.

Requestor's Name:	
Company:	
Daytime Phone #:	
Fax #:	
Project Name:	
DPW Encroachment Permit #:	
Inspector Name & #	
Locations:	
Activities:	
Closure:	
Timeline:	
Work Hours:	
Detours (if any):	
Note:	
Lead Agency:	

## Sample Request

Requestor's Name:	John Smith
Company:	ABC Constructions Inc.
Daytime Phone #:	(408) 1234568
Fax #:	(408) 1234569
Project Name:	Utility conduit installation
Permit #:	X12345-67
Locations:	Reed St. between S. Market St. and Almaden Ave.
Activities:	Installing a utility conduit.
Closure:	One eastbound lane on Reed St. will be closed between Market St. and Almaden Ave.
Timeline:	Thursday, September, 18th through October 31 <sup>st</sup>
Work Hours:	9:00 a.m. to 3:00 p.m.
Detours (if any):	From EB: NB Almaden Ave. to EB Balbach St to SB Market ST to Reed St
Note:	Police officers will be helping to direct traffic, local access will be maintained.
Lead Agency:	DPW – Utilities
Inspector Name & #:	Robert Jordan @ 408-123-4567



# EXAMPLE TRAFFIC CONTROL PLAN CURB LANE CLOSURE

