

## 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 e-mail to [anh.h.nguyen@sanjoseca.gov](mailto:anh.h.nguyen@sanjoseca.gov) the completed form **10 days** prior to start of closure. For more information regarding this form, please contact Anh Nguyen at 408-975-3722.

<b>Requestor's Name:</b>	
<b>Company:</b>	
<b>Daytime Phone #:</b>	
<b>Fax #:</b>	
<b>Project Name:</b>	
<b>DPW Encroachment Permit #:</b>	
<b>Inspector Name &amp; #:</b>	
<b>Locations:</b>	
<b>Activities:</b>	
<b>Closure: (include streets and sidewalks)</b>	
<b>Timeline: (include dates and days of the week)</b>	
<b>Lane Closure Hours:</b>	
<b>Work Hours:</b>	
<b>Detours (if any):</b>	
<b>Note:</b>	
<b>Lead Agency:</b>	

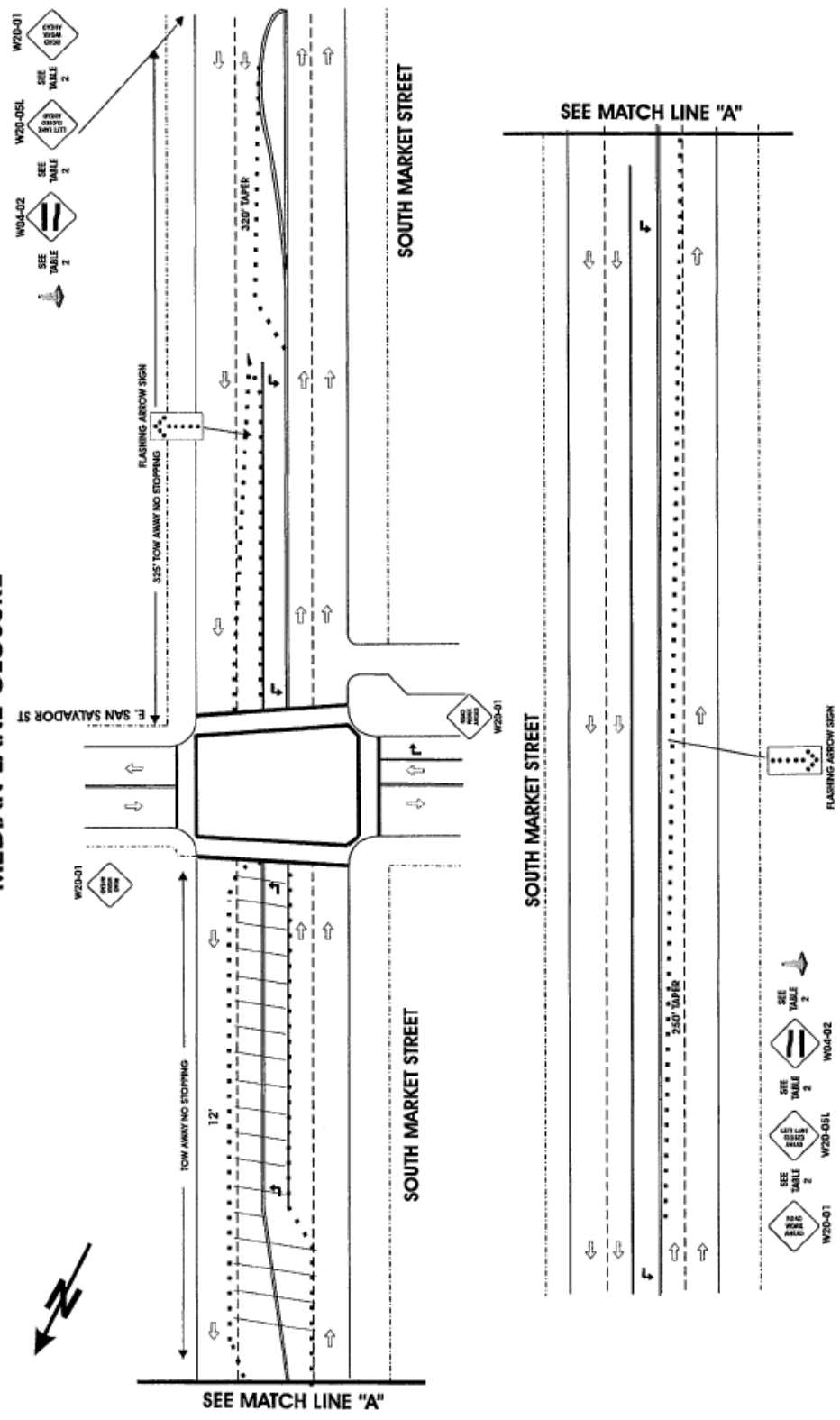
### Sample Request

<b>Requestor's Name:</b>	John Smith
<b>Company:</b>	ABC Constructions Inc.
<b>Daytime Phone #:</b>	(408) 1234568
<b>Fax #:</b>	(408) 1234569
<b>Project Name:</b>	Utility conduit installation
<b>Permit #:</b>	X12345-67
<b>Locations:</b>	Reed St. between S. Market St. and Almaden Ave.
<b>Inspector Name &amp; #:</b>	Robert Jordan @ 408-123-4567
<b>Activities:</b>	Installing a utility conduit.
<b>Closure:</b>	One eastbound lane and sidewalk on Reed St. will be closed between Market St. and Almaden Ave.
<b>Timeline:</b>	Monday through Friday, September 18th through October 31 <sup>st</sup>
<b>Lane Closure Hours:</b>	9:00 a.m. to 3:30 p.m.
<b>Work Hours:</b>	9:00 a.m. to 3:00 p.m.
<b>Detours (if any):</b>	From EB: NB Almaden Ave. to EB Balbach St to SB Market ST to Reed St
<b>Note:</b>	Police officers will be helping to direct traffic, local access will be maintained.
<b>Lead Agency:</b>	DPW – Utilities

**Anh Nguyen • office - (408) 975-3722**

Department of Transportation • 200 East Santa Clara St • San Jose, CA 95113-1905

# EXAMPLE TRAFFIC CONTROL PLAN MEDIAN LANE CLOSURE



# EXAMPLE TRAFFIC CONTROL PLAN CURB LANE CLOSURE

