



City of San Marcos Temporary Street Closure Process

For General Street Closures:

- Step 1:** Obtain a Temporary Street Closure form from the Police Department located at 2300 IH-35 South or call (512) 754-2200.
- Step 2:** Submit the complete form to the Police Department for review and approval.
- Step 3:** The application form contains an agreement for the applicant to comply with requirements for the provision of trash receptacles, barricades, traffic control and security officers, portable toilets, or other supplies (if necessary). The applicant also agrees to hold harmless, indemnify and defend the City, its officers and employees from and against all claims for personal injury or property damage that arise in connection with the street closure requested.
- Step 4:** If a street closure is denied, the applicant may appeal the decision to the City Manager.

For Construction Related Street Closures:

- Step 1:** Obtain a Temporary Street Closure form from the Public Service Department , Transportation Division located at 630 E. Hopkins or call (512) 393-8136.
- Step 2:** Submit a traffic control plan and the complete form to the Transportation Division for review and approval.
- Step 3:** The application form contains an agreement for the applicant to comply with requirements for the provision of trash receptacles, barricades, traffic control and security officers, portable toilets, or other supplies (if necessary). The applicant also agrees to hold harmless, indemnify and defend the City, its officers and employees from and against all claims for personal injury or property damage that arise in connection with the street closure requested.
- Step 4:** If a street closure is denied, the applicant may appeal the decision to the City Manager.



CITY OF SAN MARCOS

Request for Temporary Street Closure

Applicant Information

Applicant Name: _____

Group Name: _____

Address: _____

Telephone #: _____

Email Address: _____

If this request is granted by the City, the Applicant/ Group agrees to comply with requirements for the provision of trash receptacles, barricades, traffic control and security officers, portable toilets, or other supplies (*if necessary*). The Applicant and the Group also agree to hold harmless, indemnify and defend the City, its officers and employees from and against all claims for personal injury or property damage that arise in connection with the street closure requested. The Applicant verifies that he/she has authority to execute this document on behalf of the Group.

Please sign below stating that you have read and agree to the terms listed above.

Signature

Date

Street Closure Information

Closure Type: Event Construction*

Street Name: _____

Specific Address or Block #: _____

Number of Lanes to be Closed:

All Lanes Both Directions

All Lanes One Direction

Specify Direction: _____

One Lane

Specify Direction: _____

Other _____

Will the street be passable for regular traffic?

Yes No Specific Hours Only _____

Will the street be passable for emergency vehicles?

Yes No Specific Hours Only _____

Reason for Street Closure: _____

From Date: _____ Time: _____

To Date: _____ Time: _____

* Construction closures require a traffic control plan pursuant with the Texas Manual on Uniform Traffic Control Devices and a Public Improvement Permit approved by the Transportation Division.

FOR CITY USE ONLY

If temporary street closure is approved, the applicant is required to provide the following:

Barricades/Traffic control Devices Portable Toilets Trash Receptacles Security Officers

Other _____

POLICE DEPARTMENT REVIEW

Approved _____

Denied _____

Authorizing Signature

Date

PUBLIC SERVICE DEPARTMENT REVIEW

(IF CONSTRUCTION PROJECT)

Approved _____

Denied _____

Authorizing Signature

Date

Hays Co. Dispatch (Fax: 393-7378)

Fire (Fax: 392-4245)

SMEU (Fax: 396-2683)

UPD (Fax: 245-8850)

PD Dispatch (Fax: 753-2197)

PARD (Fax: 353-7273)

CARTS (Fax: 805-0001)

EMS (Fax: 353-1491)

TX State Bus (Fax: 754-8982)

PW (Fax: 754-7985)

SMCISD (Fax: 393-6526)

HR (Fax: 393-8074)

PD Admin. (Fax: 753-2190)

If your request is denied, you may appeal the decision to the City Manager.

Updated 8/3/09