



City of Columbia - Public Works Department

Building and Site Development Division



Checklist for Short-Term* Restrictions & Closures For Downtown Construction Projects & Repairs

The Public Works Building and Site Development Division will issue permits and meter bags only after receipt, review and approval of the following:

- _____ Written request detailing the nature of the proposed work, location of work, duration and dates of the closure or restriction, and the contact name and phone number of both the party requesting the work and the party performing the work;
- _____ Traffic control and routing plan (per MUTCD guidelines) with a location map and details showing all required signs, barricades and flagmen. Traffic control plans must be prepared by a professional engineer licensed to practice in the State of Missouri. The plan must be computer-drawn at a scale which allows all required details to be clearly seen;
- _____ List of business owners (or their representatives) and their phone numbers for all businesses along the entire sidewalk frontage of the block affected by the closure or restriction. All such business owners must be given three (3) days notice of the following: reason for the closure; the dates and times of the closure; and their right to protest by written notice to the Director of Public Works.

It takes approximately one (1) week to circulate and review each planned closure. Upon approval of the plan, an additional three (3) working days are required to allow time for public and emergency services notification before construction will be allowed to begin.

Meter bags are required for all meters that will be blocked. The cost is \$8/day for single meters and \$16/day for double meters. A deposit of \$15 per bag is required and is refundable upon return of the bag(s). Applications for meter bags must be submitted a minimum of 24 hours before the date needed and bags must be placed on the meter(s) four (4) hours before use.

Prior to the start of construction applicant must obtain a Right-of-Way Permit from Public Works Building and Site Development Division and any other permit required from the appropriate City department.

Contractor is responsible for notifying the following agencies, as required, immediately prior to closure, during construction for inspections, and again when work is complete and street or sidewalk is reopened:

City of Columbia Contact Telephone Numbers

Building and Site Development (Right-of-way / Building Safety).....	874-7474
Joint Communications (Emergency Services)	874-7471
Columbia Transit (City Buses)	874-7282
Parking Enforcement (Parking Meters)	874-7674
Public Works Street Division (Maintenance)	874-6289

***Short-term in this case means thirty (30) days or fewer. In order to fully close any public street, alley or sidewalk in excess of thirty (30) days in the downtown area, the applicant must follow the provisions of Section 24-71 of the Code of Ordinances for City Council review and approval.**



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**Application for Short-Term Restrictions & Closures on
Downtown Construction Projects & Repairs**

Application date: _____ Address of proposed work: _____

Name of business requesting work (if applicable): _____

Nature of proposed work (be as specific as possible): _____

Date of closure or restriction:

From: _____
(day) (date) (time)

To: _____
(day) (date) (time)

Owner's name and phone number: _____
(name) (phone number)

Contractor's name and phone number: _____
(name) (phone number)

Return this form along with a traffic control & routing plan and a list of business owners (or their representatives) and their phone numbers for all businesses along the entire sidewalk frontage of the block affected by closure or restriction. All such business owners must be given three (3) days notice of the following: reason for the closure; the dates and times of the closure; and their right to protest by written notice to the Director of Public Works.