

**BECKER COUNTY HIGHWAY DEPARTMENT  
APPLICATION FOR TEMPORARY ROAD CLOSURE  
POLICY**

The intent of this policy is to define guidelines and parameters under which municipalities or local community and civic groups may request temporary or partial closures of County Roads or County State Aid Highway for purposes other than road or utility repairs.

The attached request form must be submitted to the County Engineer 30 days prior to the date of the requested closure.

The requesting municipality or group shall propose a suitable detour route to be used during closure. If the proposed detour route involves another governmental entity, then it shall be the responsibility of the requesting party to obtain authorization to detour traffic onto the proposed route. The authorization shall be in the form of written approval and submitted with the request form.

The Becker County Engineer shall be the final authority of what traffic control devices shall be required and shall be in strict conformance with the Minnesota Manual of Uniform Traffic Control Devices (MMUTCD).

If the County Engineer deems it necessary, the requesting municipality or group shall procure law enforcement surveillance or presence during the event. In such cases where law enforcement presence is required, then applicant shall provide evidence that law enforcement participation has been secured. This evidence will be in written form and submitted prior to the closure date.

The requesting municipality or group shall be required to post a deposit for the estimated costs or labor and equipment costs for installing maintaining and removal of the required traffic control devices seven (7) days prior to the requested closure. The requesting municipality or group shall also agree to pay any additional costs incurred within 30 days of the event if additional traffic control devices are required to facilitate traffic due to changes in the event or as a result of law enforcement or Departmental changes. There shall be no charge for the use of the traffic control devices, unless an item becomes damaged as a direct result of the event or its participants.

A non-profit organization shall be exempt from the requirements of the labor and equipment costs, provided work can be accomplished during normal working hours and no overtime is incurred.

This policy shall be in effect by resolution and adoption by the Becker County Board of Commissioners and may be amended from time to time as may be deemed necessary by the County Board.

Adopted by County Board Resolution No. DOH 06-92-34 dated June 9, 1992  
Amended by County Board Resolution No. DOH 07-92-39 dated July 28, 1992

# BECKER COUNTY HIGHWAY DEPARTMENT

1771 North Tower Road, Detroit Lakes, MN 56501

Phone: (218) 847-4463

## Application for Temporary Road Closure Permit

Complete the following form and submit by printing and mailing to the address above or e-mail to [pam.miller@co.becker.mn.us](mailto:pam.miller@co.becker.mn.us)

Complete the following information in the shaded areas. Double click on shaded areas with text to choose the appropriate choice.

Group/Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Purpose of Closure: \_\_\_\_\_

STARTING TIME: (a.m. / p.m.)	ENDING TIME: (a.m. /p.m.)
STARTING DATE:	ENDING DATE:

Request your permission to close or use a section of C.S.A.H. Road # \_\_\_\_\_ for the above named purpose. The event will require partial use of C.S.A.H. Rd.# \_\_\_\_\_ as described below:

Location of Segment to be Closed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain traffic control measures to be taken:

Detour (attach map): \_\_\_\_\_  
\_\_\_\_\_

Detour Authority: \_\_\_\_\_  
(attach authorization)

I, we, the undersigned, herewith make application for a Temporary Road Closure Permit of above stated road, at the above stated location, date and time duration. It is agreed that the traffic control devices required shall be in accordance with the current edition of the Minnesota Manual of Uniform Traffic Control Devices and the Becker County Department of Highways. It is further agreed that the traffic control devices are to be maintained and removed by Becker County forces with all labor and equipment charges to be the responsibility of the applicant. It is still further agreed that should additional signing be required, at the discretion of Becker County Department of Highways or law enforcement officials, the additional costs shall be the responsibility of the applicant, as will damage to any of the traffic control devices.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

APPLICATION FOR TEMPORARY ROAD CLOSURE PERMIT  
PAGE 2

OFFICE USE ONLY:

Detour Authorization Required:  Yes  No  
Detour Authorization Received:  Yes  No Date: \_\_\_\_\_

Law Enforcement Required:  Yes  No  
Law Enforcement participation Notice Received:  Yes  No Date: \_\_\_\_\_

Traffic Control Devices From:  BCHD  Other Agency  
Traffic Control Devices Deposit Required:  Yes  No

Estimated Cost of Traffic Control Devices: \$ \_\_\_\_\_

Amount of Deposit Received: \$ \_\_\_\_\_ Check No. \_\_\_\_\_

Permission is hereby granted for the temporary road closure. The road closure shall be in strict conformance with requirements as noted and attached.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

c: Sheriff's Department  
Maintenance Department  
Police Department  
File