



STANDARD OPERATING POLICY AND PROCEDURE

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Approval: Ana M. Olivares, PE, Director *Ana M. Olivares*

PURPOSE

The purpose of this procedure is to establish the process and responsibilities for the temporary full or partial closure of Pima County public right-of-way.

AUTHORITY

A.R.S. §11-251(4) Powers of Board – Layout, maintain, control and manage public roads within the County.

A.R.S. § 11-562 Duties – County Engineer under direction of the Board has charge of all highways.

County Code 10.44.010 – Appoints the County Engineer as the authorized representative of the Board of Supervisors with full power and authority to authorize on the behalf of the Board and to Supervise the use of the public highways in Pima County. *(Applies to construction in R/W)*

County Code 10.45.060 (17) – If a road closure is deemed necessary by the County Engineer or designated representative, the County Engineer is hereby authorized to establish a road closure of up to 30 days. *(Applies to Special Events Only)*

DEFINITIONS

“Partial Road Closure” means the closure of portions of right-of-way such as one or more travel lanes, paved shoulders and/or sidewalk areas. A partial road closure provides for directional or bi-directional traffic flow on a roadway segment.

“Full Road Closure” means restricting all directions of traffic flow on a roadway segment and detouring traffic to other roadways except for local traffic and emergency vehicles.

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“Emergency Full Road Closure” means restricting of all directions of traffic flow on a roadway segment and detouring of traffic to other roadways due to unexpected causes such as weather, civil disturbance, natural disasters, utility damage and traffic accidents.

REQUIREMENTS/RESPONSIBILITIES

(a) Partial Road Closure

Processing and approval of a partial road closure is the responsibility of the appropriate Department of Transportation (DOT) division under which the partial closure is being requested: Project Delivery, Analysis & Programming and Maintenance Operations.

Partial road closures shall be reviewed and approved by staff with Traffic Control Technician (TCT) and Traffic Control Supervisor (TCS) certifications from the American Traffic Safety Services Association or equivalent certifications.

(b) Full Road Closure

Processing and approval of a full road closure is the responsibility of the appropriate DOT division under which the full closure is being requested: Project Delivery, Analysis & Programming and Maintenance Operations.

Full road closures shall be reviewed by staff with TCT and TCS certifications from the American Traffic Safety Services Association or equivalent certifications and recommendation for approval or denial submitted to the appropriate Division Manager.

The Division Manager is responsible for approval or denial of a full road closure.

The County Engineer is responsible for approval or denial of a full road closure for special events.

Community Relations is responsible for notifying the appropriate Supervisor’s District office of approved full road closures as soon as possible.

No full road closure except for emergency full road closures shall occur on a County roadway unless all other alternatives have been explored and reasons for the closure are warranted and justified. Any concerns about a full closure shall be discussed with the County Engineer.

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PROCEDURE (Construction)

(a) Partial Road Closure:

1. A traffic control plan (TCP) for a partial road closure shall be submitted to the appropriate DOT division and reviewed by staff.
2. Within five (5) business days of receipt of a TCP a notice of approval or request for corrections is to be sent to requestor.

(b) Full Road Closure:

1. A Full Road Closure application should be completed and submitted to the appropriate DOT division thirty (30) days in advance of the requested closure start date.
2. Staff will review the application for completeness and notify the applicant within two (2) business days of any missing or incorrect information. Community Relations is to be notified by email at DOT_Comm_Relations@pima.gov of receiving a full road closure application.
3. Within three (3) business days of receipt of a completed application, staff shall recommend to the Division Manager either approve or denial and bases for the recommendation.
4. Applicant is to be notified of approval or denial of the road closure request within five (5) business days of receiving a completed application.
5. Staff shall email Community Relations at DOT_Comm_Relations@pima.gov of approved full road closures and solicit input on the extent of public outreach required prior to completing page 2 of the Full Road Closure application.
6. Approved or denied applications are to be sent to DOT_Admin_Support@pima.gov to file on the Department shared drive.

PROCEDURE (Special Event and Filming)

1. Partial road closures are to be reviewed and approved by staff assigned to Special events and filming permits.
2. Staff should contact Community Relations to establish the extent of public outreach required prior to completing page 2 of the application.

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3. Special event permits. Staff shall recommend to the Division Manager either approve or denial of full road closures and bases for the recommendation. Approved full closures are to be submitted to the County Engineer for approval.
4. Filming permits. Staff shall recommend to the Division Manager either approve or denial of full road closures and bases for the recommendation.
5. Approved full closures are to be sent to Community Relations for notification of the appropriate district office and Administrative Support at DOT_Admin_Support@pima.gov to file on the Department shared drive.

Refer to [Pima County Code, Chapter 10.45 Special Events in County Rights of Way](#), [SOP 670.11 Motion Picture Filming in Road Right-of-Way](#) and [Pima County Attractions and Tourism, Commercial Filming Permits](#) for additional procedures and requirements.

PROCEDURE (Emergency)

Emergency road closures shall be reviewed by the Department for public notice and TCP requirements. Depending on the type of emergency, full road closures longer than 24 hours in duration may require the submittal of the Full Road Closure application.