



City of South Bend Public Works
 Engineering Division
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 South Bend, IN 46601-1830

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TRAFFIC CONTROL AND OCCUPANCY REQUEST

****SUBMIT 5 WORKING DAYS MINIMUM PRIOR TO PROJECT START DATE**

PLAN YOUR START DATE ACCORDINGLY TO AVOID DELAYS

Complete 1 - 5 *Incomplete submittals cannot be processed: All submittals require occupancy bond and insurance*

1 Parking Lane Travel Lane Full Road Closure Alley Sidewalk Closure

2 Excavation/Boring? > Requires Excavation Form Sidewalk? > Requires Sidewalk permit
 New Approach? > Curb Cut application

Submission Date: _____ Applicant/Company: _____

Name: _____ Email Address: _____

Phone #: _____ Office _____
 Cell _____ Contractor Performing Work: _____

3 On-Site Contact: _____ Phone #: _____ Office _____
 Cell _____

Project STREET ADDRESS (eg: 110 W. Smith RD.): _____

Project Location (Block limits/Streets From and To): _____

****Requested Start & End Dates:** _____ **Requested Start & End Times:** _____

****Occupancy beyond 90 days requires completion of Long Term Occupancy Request Application.**

Reason for Closure: _____

4 Affected Customers: _____

~ Contractors are responsible for resolving safety issues and access concerns with affected customers ~

ATTACH THE FOLLOWING ITEMS: 1. Traffic Control Plan 2. Detour Plan 3. Barricades, Signs, or Flashers Placement
(Refer to MUTCD for Traffic Control Device Requirements) See reverse for Checklist

Failure to use traffic control for traffic restrictions or closures will result in stop work orders and/or delay in permitting.

5 THIS OCCUPANCY PERMIT REQUEST IS NON-TRANSFERABLE AND A SIGNATURE SUBJECTS THE NAMED CONTRACTOR/PERMITEE TO ALL APPLICABLE RULES, DUTIES AND OBLIGATIONS IMPOSED BY THE CITY OF SOUTH BEND MUNICIPAL CODE AND TO ALL REGULATIONS IMPOSED BY THE SOUTH BEND BOARD OF PUBLIC WORKS.

Applicant Signature _____ Date _____

ENGINEERING OFFICE USE ONLY:

Approved Approved as Noted Revise Not Approved

Comments: _____

City of South Bend/Engineering Division Authorized Signature _____

Date: _____

TRAFFIC CONTROL CHECKLIST

PURPOSE: SAFETY FOR MOTORISTS, BICYCLISTS, PEDESTRIANS, WORKERS, EMERGENCY AND ENFORCEMENT PERSONNEL AND EQUIPMENT

- Submit Traffic Control with any Occupancy Request in the City of South Bend.
- Maps shall follow MUTCD Traffic Control Device guidelines, but do not submit MUTCD examples as your traffic control.

INCLUDE THE FOLLOWING:

- Street map showing CURRENT street status
 - ~ Can show aerial or streets only
- Street names
- Striping and sidewalks
- North Arrow
- Location of Activity Area and placement of vehicles and equipment in the work space
- Location of manholes or other facilities within work space
- Barricades, signs and/or flasher placement
- Taper distance/Advanced warning signage
- Traffic detour plan**

Examples of simple traffic control:

