



**City of South Bend Public Works**  
 Engineering Division  
 227 W. Jefferson, County City Building 1316  
 South Bend, IN 46601-1830

**Phone:** 574.235.9251

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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      Treelawn

**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:**

