

Nashville Department of Transportation

Change from Lane Closure to Street Closure Policy

Change from Lane Closure to Street Closure after Permit is Issued:

A Street Closure Application and Traffic Plan from a Licensed Traffic Engineer must be submitted for approval to the NDOT Permit Office to change the Permit issued for a Lane Closure to a Street Closure. All requests are assessed based on the scope of work, time required, and impacts to pedestrian and vehicular traffic. Street Closure request is reviewed and restrictions such as work times and need for Safety Officers/Traffic Management are based on the location, knowledge of traffic flows, existing permits already issued, and impacts to the public.

If a Street Closure is requested by the contractor for a permit with an existing Lane Closure, a meeting will be scheduled by the inspector with the contractor and the Permit Administrator to review the conditions and requirements. At that time if there is a need to adjust the Lane Closure parameters the inspector directs the contractor to request the change via e-mail to the Permit Office. The inspector will notify the Permit Office via email of their agreement with the request. If there is a need for a Street Closure, the contractor shall submit a traffic plan from a licensed Traffic Engineer that includes a detour plan with Safety Officers, traffic control and notification of the Street Closure to all Metro entities such as OEM, MNPS, MNP, NFD, and WeGo prior to the Street Closure. When the Street Closure Application and the Traffic Plan for the Street Closure is approved by the Permit Administrator, the original Lane Closure Permit will be revised to a Street Closure Permit and reissued. The contractor closes the road, and the inspector confirms that the plan is being followed and is working safely.

Intermittent Traffic Control (ITC) measures, in which a street is temporarily closed for a very short period (less than thirty minutes) must be documented on a Lane Closure Permit. The contractor should request this during their initial application. If during the initial site visit with the assigned inspector, if the need for ITC is identified but not clearly indicated on the permit, the contractor will need to request this addition via e-mail to the Permit Office. The inspector will notify the Permit Office via email of their agreement to add the ITC. If during the project, the need for ITC measures is identified, the contractor should notify the assigned inspector to discuss.

Change from Lane Closure to Street Closure after Permit is Issued due to Safety Conditions:

Changing a Lane Closure to a Street Closure requires following specific protocols. At any time during work if conditions at the site deteriorate such that there is an immediate traffic safety issue, the road should be immediately closed, and the contractor immediately contact the area inspector and the Permit Office. The area inspector will visit the site immediately to assess the situation associated with a potential Street Closure.

Based upon the revised approved Traffic Plan, it will be determined if variable message boards or other elements of a traffic control plan are required.

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Change from Lane to Street Closure Procedures

1. Contractor emails Permit Office to request a change from Lane Closure to a Street closure.
Contractor submits a Traffic Plan from a Licensed Engineer and explains in detail why the change is needed.
2. Office staff receives the email from Contractor requesting a Street Closure and will send to Permit Administrator and NDOT Traffic Engineer for approval.
3. NDOT Permit Office and Traffic Engineer require a minimum of 5 days to review and approve the Traffic Plan for the Street Closure.
4. If the Street Closure is approved by Permit Administrator and Traffic Engineer, area inspector and Permit Office will receive a copy of approved traffic plans and approved Street Closure Permit.
5. The area inspector will contact contractor with approval and conditions of the permit. Inspector will also inform the contractor that it is their responsibility to contact and update the permit with the permit office.
6. Per emailed request to the permit office, referencing Lane closure permit #, the permit office can process a new Street Closure permit at no charge and showing it was paid for on a previous Lane Closure permit.
7. Prior to construction, contractor shall meet with area inspector on site to verify traffic control measures are in place. Inspector will document approval.