

COUNTY OF VENTURA
TRANSPORTATION DEPARTMENT

ROAD CLOSURE CHECK-LIST

- ❑ Application with Letter of Intent Submitted to Department [1 –3 weeks in advance]
- ❑ Direct Impact & Notification Areas established by Department.
- ❑ Survey Form Approved by Department. (*Attachment A*)
- ❑ Traffic Control and Detour Plan approved by Department.
- ❑ Survey & Detour Plan sent to Direct Impact area.
 - 67% approval reached, ok to proceed.
- ❑ Post Card/Letterhead Notifications: (*Attachment C*)
 - Approved by Department
 - Distributed 1 week in advance
- ❑ Notification Responses:
 - 10% or more negative responses:
 - Issues resolved, ok to proceed.
 - Less than 10% negative responses, ok to proceed.
- ❑ 4' x 4' Signs posted 3 days in advance
 - ***Must be after the Traffic Control Plan Approved by Department***
 - Locations for signs Approved by Department
- ❑ Changeable Message Signs Deployed 48 hrs in advance [*If Required*]
- ❑ For closures that result in longer Emergency Response Times:
 - Emergency Vehicle.
 - Ambulance
 - Fire Engine
 - Written approval obtained from:
 - Fire Prevention Bureau
 - Sheriff's Patrol Area Representative
- ❑ \$2000 Surety Deposited
- ❑ Encroachment Permit Fees paid