Downtown Lane Closure Request Form

CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

Complete the form below with all the relevant information. Provide with this form a traffic control plan (see attached examples). A separate form is required for each lane closure. Please e-mail to anh.h.nguyen@sanjoseca.gov the completed form 10 working days prior to start of closure. For more information regarding this form, please contact Anh Nguyen at 408-975-3722.

Requestor's Name:	
Company:	
Daytime Phone #:	
Fax #:	
Project Name:	
DPW Encroachment Permit #:	
Inspector Name & #:	
Locations:	
Activities:	
Closure: (include streets and sidewalks)	
Timeline: (include dates and days of the week)	
Lane Closure Hours:	
Work Hours:	
Detours (if any):	
Note:	
Lead Agency:	

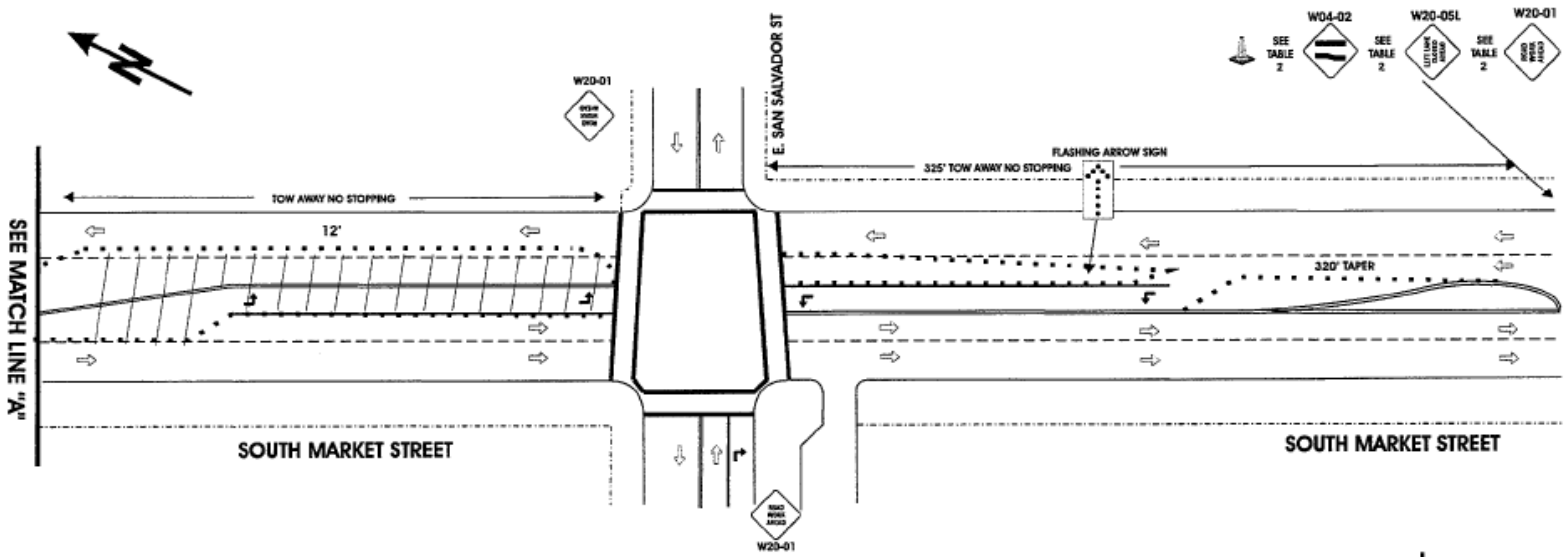
Sample Request

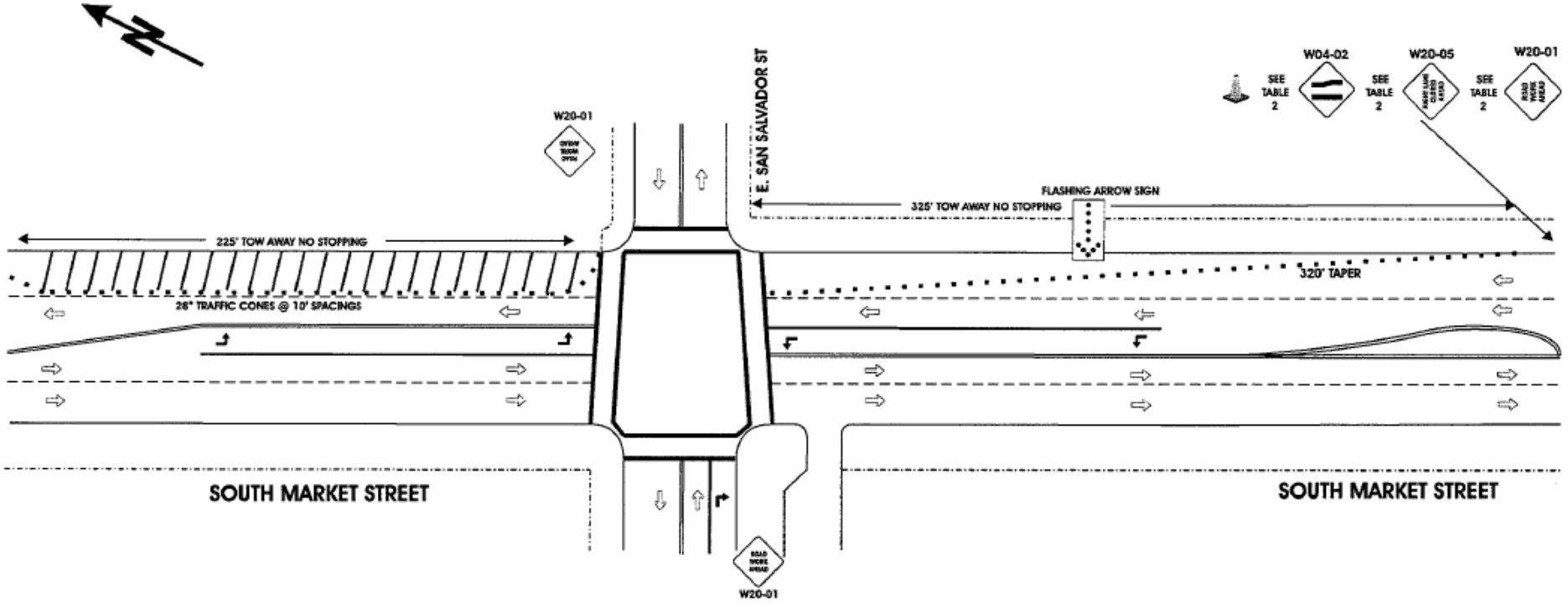
Requestor's Name:	John Smith
Company:	ABC Constructions Inc.
Daytime Phone #:	(408) 1234568
Fax #:	(408) 1234569
Project Name:	Utility conduit installation
Permit #:	X12345-67
Locations:	Reed St. between S. Market St. and Almaden Ave.
Inspector Name & #:	Robert Jordan @ 408-123-4567
Activities:	Installing a utility conduit.
Closure:	One eastbound lane and sidewalk on Reed St. will be closed between Market St. and Almaden Ave.
Timeline:	Monday through Friday, September 18th through October 31st
Lane Closure Hours:	9:00 a.m. to 3:30 p.m.
Work Hours:	9:00 a.m. to 3:00 p.m.
Detours (if any):	From EB: NB Almaden Ave. to EB Balbach St to SB Market ST to Reed St
Note:	Police officers will be helping to direct traffic, local access will be maintained.
Lead Agency:	DPW – Utilities

Anh Nguyen ● office - (408) 975-3722
Department of Transportation ● 200 East Santa Clara St ● San Jose, CA 95113-1905

EXAMPLE TRAFFIC CONTROL PLAN

MEDIAN LANE CLOSURE



EXAMPLE TRAFFIC CONTROL PLAN

CURB LANE CLOSURE