

A M E N D E D

POLICY NO. 46


BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF ST. CLAIR

SUBJECT: Procedure for Notification of Closing or Posting Roads or Structures

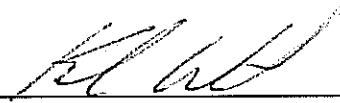
AMENDED: February 3, 2009

Whenever it becomes necessary to close a road or bridge structure or place a load limit on a road or bridge structure, the following procedure shall be used:

1. Notify Operations Department of impending road or bridge structure posting or closure.
2. Postings or closures must be authorized by:
 - a. Permit Department for their area of responsibility: Utilities, contractors, etc.;
 - b. Operations Department for their activities;
 - c. All other postings or closures – County Highway Engineer or Managing Director.
3. The individual making the authorization is responsible for contacting the appropriate personnel to ensure the proper notification is made.
 - a. For road or bridge structure closing:
 - i. Inform the Customer Service – Receptionist, or in his/her absence:
 - ii. The Permits/Engineering Support Assistant
 - b. To place a load limit on a road or bridge structure:
 - i. Inform the Permits/Engineering Support Assistant, or in his/her absence:
 - ii. The Customer Service-Receptionist
4. Proper notifications shall be made prior to postings or closures:
 - a. Road or bridge closure with advance notice of one (1) week or more – letter only;
 - b. Road or bridge closure with advance notice of less than one (1) week – telephone calls and letter follow up;
 - c. Letters are not necessary for road or bridge closings of short duration – three (3) days or less, if telephone calls have been made.
5. The timing of road or bridge closures is very significant. Advance notices shall be given to schools and township supervisors whenever possible. Emergency situations shall be explained to schools and township supervisors.
6. Notification to: Managing Director, Director of Internal Services, County Highway Engineer, Administrative Assistant for Operations, District Foreman, Sign Shop, Permits, Road Commissioners, County Commissioner affected, Detroit Edison, Post Office, Telephone Company affected, Michigan State Police, Sheriff, Media, Township Supervisor and Clerk affected, Schools affected, fire department affected and WEB page.



William L. Blumerich, Chairman



Kirk D. Weston, Managing Director

Adopted: 10/12/82
Amended: 02/15/00