

WE ARE HERE TO HELP !

Generally, the County tries to avoid closing County Maintained Road System roads down for any length of time. Only when it is in the best interest of the Public to close the road is it allowed. County staff will be able to advise and answer crucial questions, that will help permit applicants navigate the permit process. This will help to ensure that all major concerns are recognized early on in

KEY ROAD CLOSURE PERMIT ISSUES

The fundamental issues that the County considers when permit applications are submitted are:

- Is the road closure absolutely necessary for the safety of the public?
- Can flagging and minimal lane closures be used instead?
- What is the Average Daily Traffic?
- How long is the closure?
- Who will be affected?



“Our job is to create a county in which those who reside and invest can prosper and achieve well-being”

For further information regarding applying for a permit please contact:

**Permits/Operations Support Division
825 E. 3rd Street, Room 108
San Bernardino, CA 92415-0835**

(909) 387-1863

<http://cms.sbcounty.gov/dpw/Operations/PermitsOperationsSupportDivision/Transportation.aspx>

**Permits Counter Hours
Monday—Friday 7:30 a.m.—5:00 p.m.**

CLOSED WEEKENDS AND COUNTY HOLIDAYS



GUIDANCE FOR ROAD CLOSURE PERMITS

Many of the roads within the unincorporated areas of the County of San Bernardino are handled through the San Bernardino County Public Works Department—Transportation section under State Streets and Highways code.

The principle functions are to operate, maintain and improve the County Maintained Road System (CMRS).

Hundreds, if not thousands, of miles of unpaved public roads exist throughout the County that are not part of the CMRS, and therefore are not maintained by the Department of Public Works.

WHEN AND WHY DO YOU NEED A ROAD CLOSURE PERMIT?

A County permit is required when any proposed work or access in County CMRS rights-of-way.

Check for a map of CMRS roads at:
<http://arcg.is/1Te4DEW>

A Transportation Permit is required to ensure that a proposed use does not interfere with the County's operation and maintenance responsibilities and is in alignment with California Streets and Highways Code.



Road Closure Policy

Road closures should be considered as a ***last*** resort. The primary objective is to reduce the inconvenience to the traveling public. Therefore, the County allows for road closures only if it is determined that the closure is the only alternative, allows reasonable time to complete the work, and provides minimal inconvenience to the traveling public. Whenever feasible, flaggers, bypasses (i.e. “shooflys”), lane closures etc. should be incorporated before a road closure is considered.

Intermittent or “rolling” closures will be evaluated on a case by case basis. Closures lasting more than 30 minutes at one location should follow road closure procedures below if residences or traveling public are affected and no detour is available.

Apply at:
<http://cms.sbcounty.gov/dpw/Operations/PermitsOperationsSupportDivision/Transportation.aspx>

PROCESSING TIMELINE AND FEES

Processing road closure permit requests takes approximately 2 to 3 weeks, which included reviewing the traffic control plans engineering . This timeframe does not include the time needed for other agency approvals or neighborhood notifications. **Allow at least 7 additional days after approval for your notification to local residents and local traffic.**

Fees are charged to cover the costs of plan review, permit preparation and inspection.

Check here for the current fee schedule:
<http://cms.sbcounty.gov/dpw/Transportation/Fees.aspx>

Road Closure Process

- Request for road closure will be made through the Permit Engineer. The request shall include public notification information and detour plans. A lead time of at least 21 working days is required to process a road closure.
- The Permit Engineer will review all road closure requests to determine if the closure period allows reasonable time to complete the required work and provides for minimal inconvenience to the travelling public. If not acceptable, the Permit Engineer or delegate shall provide comments and the road closure period should be adjusted accordingly. Extension of approved road closure periods will not be made except in special cases. The Traffic Detour Plan may be reviewed for concurrence by the Department's Traffic Engineering Division.
- Prior to issuing permit, the Permit Engineer, or their delegate, shall email Director and Road Commissioner the pertinent details for the closure and request approval or comment.
- After approval is received, the permit will be issued and the Permit Engineer, or their delegate will email the Temporary Road Closure Distribution List which includes the CEO, BOS members, yard/zone supervisors, various law enforcement and fire agencies, CHP, Com Center.
- All requests for extensions of road closure periods will be reviewed by the Permit Engineer as directed in paragraph 3 above.
- Operations Division Secretary will prepare and update the Road Closures Notification document when road closures are added and/or removed. This document will be e-mailed as closures and reopenings occur to the Temporary Road Closure Notification Distribution List which includes the CEO, BOS members, yard/zone supervisors, various law enforcement and fire agencies, CHP, Com Center. As closures occur, this document will also be posted to the DPW Website/Road Closures and to DPW Website/Interactive Maps/County Closed Roads.