



Appendix R

Road Closure Procedure



City of Bellevue Road Closure Procedure

Updated: June 23rd, 2025

Background:

Temporary traffic control plans (TCP's) involving the full closure of a public roadway, trail, or multi-use path in one or both directions require proper notifications prior to scheduling a specific date. This process ensures proper coordination and provides advanced notice of public right-of-way closures.

This procedure will help provide guidance on how to properly ensure the correct steps are taken when requesting to close the public right-of-way.

Requesting the closure of a public right-of-way is a separate process from applying for a right-of-way permit. It is required to have a right-of-way permit before submitting a road closure request. Additionally, this is a separate timeline from, and completed prior to, the 14-day road closure timeline.

Process for Road Closure:

Following approval of the right-of-way permit and any associated TCP/detour plan via MyBuildingPermit (MBP) and the scheduling of a pre-construction meeting with the Inspector (through MBP), contractors are required to email the requested closure date(s) to the Inspector.

Requirements to ensure road closures occur on the desired date(s):

1. Request is emailed a minimum of fourteen (14) calendar days in advance to the Transportation Inspector. See the figure below for more information.
2. Email has the approved TCP and detour plan sheets attached from the issued permit. Do not include the entire permit, only the specific TCP/detour plan sheets.

If the above requirements are not met, the request may not be approved, and revised dates will be necessary. Please note that, unless prior arrangements have been made, this 14-day notice serves as a request, not a guarantee, as the requested date may conflict with other scheduled work or be impacted by other mitigating circumstances. Events that meet the "prior arrangements" conditions must also adhere to the 14-day request as described, and failure to do so means the proposed road closure may be rescheduled.

Signage and Notification Requirements:

Signs, portable changeable message signs (PCMSs), or both shall be posted per the approved TCP a minimum of five (5) days in advance (unless otherwise directed by the city). Note the location of closure signs and/or PCMSs may be different prior to the closure versus during the closure. All detour signs must include the name of the street/trail being detoured, to mitigate confusion among drivers from conflicting detour signs, unless otherwise directed by the ROW inspector or engineer.

Residents and nearby businesses are to be notified of the closure via physical fliers or email five (5) days in advance by the contractor, as required.

The timeline for requests being 14 days in advance ensures the City of Bellevue has adequate time to notify and update relevant parties, which may include but are not limited to emergency services, the school district, and others that may be impacted by the closure. These requirements allow for coordination with other work, accommodation of surrounding businesses, and compliance with state policy (RCW 47.48.020).

Please contact the city at Rightofwayuse@bellevuewa.gov with questions concerning the right-of-way closure process.

Figure 1 - Example of Required Information:

The example form below shows the required information needed by the inspector.

Permit #	
Permit Expiration Date	
Project	
Date(s) and Time of Closures	
Description of Work	
Required Notifications for work in City Rights-of-Way/Arterial Streets as part of State Highways:	
Location	
Justification	
Contractor Contact(s)	
City Contact	