



ADMINISTRATIVE POLICY NO. 4.7

TITLE: TEMPORARY USE OF COUNTY ROADWAYS FOR CIVIC EVENTS

ENABLING STATUTE: TEXAS TRANSPORTATION CODE SECTION 251.158

DATE APPROVED: NOVEMBER 25, 2008

EFFECTIVE DATE: DECEMBER 1, 2008

PURPOSE:

The purpose of this policy is to establish the process under which the County Engineer is authorized to approve a temporary road closure so that the roadway maybe used for a civic event, e.g., a block party, parade, school or university- sponsored event.

REQUIREMENTS:

Organizations a seeking the temporary closure of a road in unincorporated Bexar County for purposes of conducting a civic event must submit the following items to the County Engineer no less that seven (7) calendar days before the event:

1. A completed Application form listing the name of responsible group, the purpose of temporary closure, the street name or names, limits, area and the date and hours of the requested closure; and
2. An executed and notarized Indemnification Agreement by the responsible officer of group making the request.
3. Written authorization from Fire Marshal.

Forms for the Application and Indemnification Agreement are available from Department of Infrastructure Services at 210-335-6700.

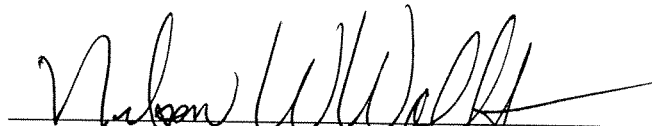
Additional conditions for granting the request for temporary road closure:

1. The duration of the temporary closure is generally limited to six hours; however, an extension of no more than two additional hours is subject to County Engineer approval.
2. The area of closure is to be limited to minimum area needed, depending on the type of event, i.e., block party or parade.



3. An alternative route must be available for traffic to use.
4. The applicant must arrange to have Sheriff Office deputies present.
5. The applicant must provide traffic control devices designating closure that comply with the Texas Manual of Uniform Traffic Control Devices.
6. Any placement of a fixture within the street pavement is required to be portable and not fixed.
7. Any additional requirement specified by the County Engineer, depending on the specific location and nature of request.


PASSED AND APPROVED THIS 25TH DAY OF NOVEMBER, 2008



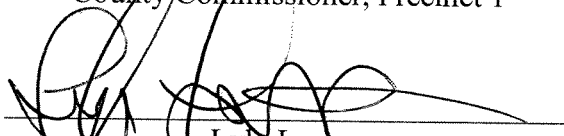
Nelson W. Wolff
County Judge



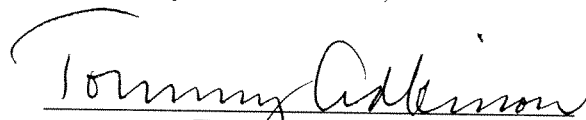
Sergio "Chico" Rodriguez
County Commissioner, Precinct 1



Paul Elizondo
County Commissioner, Precinct 2



Lyle Larson
County Commissioner, Precinct 3



Tommy Adkisson
County Commissioner, Precinct 4