

# NOTICE

Issued by:

## Department of Public Works

### Communicating Road or Lane Closures

Notice #:

DPW-21-04

Release Date:

11/01/2021  
Update: 3/27/2024

Contact:

Matt Diehl  
Customer Relations  
Manager

Phone #:

410-222-4557

The Anne Arundel County Code gives the DPW Director “control over County roads.” The DPW Director has the authority to approve a request to close a public road.

It is the policy of DPW to manage service interruptions to minimize operational impacts. It is also the policy of DPW to schedule service interruptions and notify customers in advance whenever possible. In the event advanced notice is not possible, DPW will attempt to notify the public of current work status and time estimates for normal operations to resume.

DPW updated this policy in March 2024 to focus purely on road closures, by removing the portions that previously outlined the process for interruptions to water and sewer or waste management services. The updated policy also streamlines the public notification process for PWAs by removing the Department of Inspection and Permitting from the process. These updates should have no impact on the public or private developers.



Karen Henry  
Director

**DPW B-11**

DEPARTMENT OF PUBLIC WORKS  
POLICY AND PROCEDURE MANUAL

DIVISION: General Administration  
SUBJECT: Communicating Road or  
Lane Closures

**I. PURPOSE**

To state a policy and establish a procedure for scheduling road or lane closures on county roadways and responding to unexpected disruption to the passage of vehicles on county roadways. This policy defines the roles and responsibilities in requesting, coordinating, scheduling, and executing service interruptions related to scheduled and unscheduled road or lane closures.

**I. RESPONSIBILITY**

- A. Division Heads
- B. Deputy Directors
- C. DPW Customer Relations Manager (CRM)
- D. DPW Director
- E. DPW Capital Improvement Program (CIP) Project Managers
- F. Bureau of Highways (BOH) Rights of Way (ROW) Permitting
- G. BOH Traffic Engineering Division (TED)
- H. Department of Inspections & Permits (I&P)
- I. Building Industry (Developers, Builders, Contractors)

**II. DEFINITIONS**

- A. Applicant: Individual(s) responsible for submitting the application for the BOH ROW Permitting, including Division Heads, Building Industry, and other County Departments.
- B. Arterial: include freeways, multilane highways, and other important roadways that supplement the Interstate System. They connect, as directly as practicable, urbanized areas, cities, and industrial centers. Land access is limited. Defined by the County's Road Functional Classifications adopted May 28, 2015 or latest version.
- C. Block Party: A party open to all the residents of a block or neighborhood, typically held on a closed-off public road.
- D. Collectors: Major and minor roads that connect local roads and streets with arterials. Collectors provide less mobility than arterials at lower speeds and for shorter distances. Defined by the County's Road Functional Classifications adopted May 28, 2015 or latest version.
- E. Detour: One or both directions of traffic are directed along an alternate route around a partial or full road closure.
- F. Division Head: Utility Administrators, Chief of Road Operations, Traffic Engineering Managers, Engineer Administrators, Solid Waste Administrators, and for this policy, the Rights of Way Permitting Manager.

- G. Emergency Service Interruptions: An interruption in vital services that cannot be foreseen. Emergency Service Interruptions are required when repairs or traffic rerouting must be accomplished immediately to safeguard property and/or health.
- H. Flagging Operation: Two-way traffic is maintained by alternating two-way traffic using flaggers, a.k.a. two-way alternating traffic.
- I. Full Road Closure: A road closure that does not allow traffic to flow at all in either direction.
- J. Functional Classification: is defined as the role each roadway plays in moving vehicles throughout a network of highways. It carries with it expectations about roadway design, including its speed, capacity and relationship to existing and future land use development. Defined by the County's Road Functional Classifications adopted May 28, 2015 or latest version.
- K. Lane Closure: Continuous two-way traffic is maintained but one or more travel lanes are blocked (includes lane shift).
- L. Locals: Provide limited mobility and are the primary access to residential areas, businesses, farms, and other local areas. Defined by the County's Road Functional Classifications adopted May 28, 2015 or latest version.
- M. Maintenance of Traffic (MOT) - a site-specific maintenance of traffic plan created using the Maryland Department of Transportation traffic control standards.
- N. Nighttime Full Road Closure: A full road closure that occurs between the hours of 8:00 PM and 5:00 AM.
- O. Partial Road Closure: A road closure that does not allow traffic to flow at all in one of two directions, but does allow traffic to flow in the opposite direction. Usually the closed direction of traffic is detoured to an alternate route.
- P. Peak Travel Times: Generally 7:00 AM to 9:00 AM and/or 3:00 PM to 6:00 PM (windows may differ depending on specific road and day).
- Q. Planned Service Interruptions: An interruption in vital services which can be foreseen. Planned service interruptions include all new infrastructure, rehabilitation, repair, and maintenance projects with enough lead time to allow them to be accomplished on a non-emergency basis.
- R. Portable Traffic Barricades: A device having from one to three rails with appropriate markings and is used to control road users by closing, restricting, or delineating all or portions of the public road.
- S. Public Road: An open way that is dedicated as a public right-of-way for the passage of vehicles and persons and is maintained by the Bureau of Highways. (Refer to Know Your Roads web map; <https://gis.aacounty.org/portal/apps/webappviewer/index.html?id=f5c9f8a3dc7f46f39fcaff4570a1ad7b>)
- T. Reverse Notification System (a.k.a. Civic Ready or Code Red): An emergency notification system that allows geo targeted, time sensitive information to be sent to individuals with landlines using voice messages. Individuals who sign up for the service may also receive text messages and/or email.
- U. Shoulder Closure: Two-way traffic remains undisturbed, but the shoulder is closed to vehicles.

### III. POLICY

It is the policy of DPW to manage road and lane closures to minimize operational impacts. It is also the policy of DPW to schedule service interruptions and notify customers in advance

whenever possible. In the event advanced notice is not possible, DPW will attempt to notify the public of current work status and time estimates for normal operations to resume. It is also the policy of DPW to work with neighborhoods and communities to review and approve block party requests.

#### IV. PROCEDURE

##### A. Planned Service Interruptions

All planned service interruptions must be reviewed and approved by the Division Head, or designee, of that operation.

##### 1. Planned County Road Closures

Please see Attachment #1 for a Workflow for Road Closure Approvals.

- a. No planned work shall be performed in the traveled portion of an arterial roadway during peak travel times, Monday through Friday, unless otherwise approved by the BOH TED. Prohibitions applicable to lesser functional classification roadways will be determined on a case by case basis.
- b. All requests for planned county road closures require a permit application submission to the Bureau of Highways ROW Permitting Division via an online portal at <https://www.aacounty.org/services-and-programs/right-of-way-permit>. Applicants shall provide the following information:
  - i. Closed road name;
  - ii. Closure starting point;
  - iii. Closure ending point;
  - iv. Local/business traffic permitted (Y/N);
  - v. Start date (proposed);
  - vi. Start time;
  - vii. End date;
  - viii. End time;
  - ix. Reason/scope of work;
  - x. On-site contact name/number;
  - xi. Justification letter attached (Y/N);
  - xii. Detour plan sheet(s) included (Y/N);
  - xiii. Added time to commute/travel due to detour;
  - xiv. Necessary MOT/plan sheets included (Y/N);
  - xv. Traffic Engineering review/approval date;
  - xvi. Copy of ROW permit included (Y/N);
  - xvii. ROW site meeting scheduled for;
  - xviii. Planned dates for resident outreach;
  - xix. Resident outreach format (letters, door hangers, meeting, etc.);

- xx. Example of resident outreach plan/documents included (Y/N);
  - xxi. Planned dates for PVMS setup;
  - xxii. Other/special notes; and
  - xxiii. Closure will accommodate emergency vehicles in exigent circumstances.
  - xxiv. Closure will be picked up daily?
- c. All road closures (Partial or Full), require the applicant to provide public notification in the form(s) dictated by DPW at least seven (7) days in advance of the closure. In addition, all applicants must provide DPW with evidence that public notice has been sent to affected residents. Public notification shall consist of the following at a minimum:
- i. Variable Message Sign (VMS) and other signage as required
  - ii. Letters or door hangers to the affected citizens
- d. In addition, the DPW CRM, in cooperation with the applicant, may also provide supplementary public notification based on the information listed in V.A.1.b. Notification may include a Press Release, Public Meeting, and/or Social Media Posting.
- e. All road closures (Partial or Full), related to County operations, repair, or maintenance, including work planned through a Right-of-Way Permit or CIP project, will undergo the following review:
- i. BOH ROW Permitting, in collaboration with the BOH TED, will review the closure application package, including the proposed (MOT) and Outreach details.
  - ii. Prior to issuing a permit, BOH ROW Permitting will obtain written approval from the DPW Director for all road closures expected to last more than 24 hours, including consecutive night time road closures in which the cumulative hours are more than 24.
  - iii. BOH ROW Permitting may conduct a pre-closure site meeting with the applicant closing the road.
  - iv. Subsequent to approval, applicants shall provide daily advance notice of all closures at <https://www.aacounty.org/services-and-programs/right-of-way-permit>. Following notification, the BOH ROW Permitting may conduct a site visit to verify the MOT is compliant with approved plans.
  - v. BOH ROW Permitting will notify the DPW Director and the DPW CRM regarding road reopening.
  - vi. Road Closure Approval Matrix

	≥24 hr.	<24 hours
Arterial	DPW Director	BOH TED
Collector	DPW Director	BOH TED
Local	DPW Director	BOH TED

- vii. Road Closure Review Submission Lead Time Matrix

	>24 hour closure	<=24 hour closure
Arterial	30 day lead time	10 day lead time
Collector	30 day lead time	10 day lead time
Local	10 day lead time	10 day lead time

- f. All road closures (Full/Partial) initiated by a developer must apply for a BOH ROW Permit. It is the responsibility of the developer/developer’s contractor to apply for the BOH ROW Permit in coordination with the I&P Inspector.
  - i. BOH ROW Permitting, in collaboration with the BOH TED, will review the application.
  - ii. Prior to issuing a permit, BOH ROW Permitting will obtain written approval from the DPW Director for all road closures expected to last more than 24 hours, including consecutive night time road closures in which the cumulative hours are more than 24.
  - iii. The developer/developer’s contractor will provide public notification based on information listed in V.A.1.b. of this document and provide a copy of the public notification to the BOH ROW Permitting. The BOH ROW Permitting will notify DPW CRM.
  - iv. The applicant or the I&P Inspector must immediately notify the BOH ROW Permitting, via email (BOHROADCLOSURES@aacounty.org), when the road reopens.
  - v. The BOH ROW Permitting will notify the DPW Director and the DPW CRM regarding road reopening.

**2. Planned County Lane and Shoulder Closures**

Please see Attachment #1 for a Workflow for Lane Closure Approvals.

- a. No planned work shall be performed in the traveled portion of an arterial roadway during peak travel time, Monday through Friday, unless otherwise approved by the BOH TED. Prohibitions applicable to lesser functional classification roadways will be determined on a case by case basis.
- b. Lane Closures (two-way traffic maintained), Shoulder Closures & Flagging Operations (two-way alternating traffic) on County Roads that are functionally classified as **collectors** or **arterials** require a BOH ROW Permit and MOT plan(s). The review of these lane closures will follow the same process regardless of whether it is initiated by a Developer or the County.
  - i. BOH ROW Permitting will review these lane closure requests.
  - ii. Written approval will be required from the DPW Director for lane and shoulder closures expected to last more than 24 consecutive hours.
  - iii. Applicants shall provide daily advance notice of these lane and shoulder closures at <https://www.aacounty.org/services-and-programs/right-of-way-permit>. Following notification, BOH ROW Permitting may conduct a site visit to verify the MOT is compliant.

- iv. The BOH ROW Permitting will notify the DPW Director and the DPW CRM regarding lane-reopening.
- v. Lane and shoulder Closure Approval Matrix

	>24 hour closure	<=24 hour closure
Arterial	DPW Director	BOH TED
Collector	DPW Director	BOH ROW
Local	BOH ROW	N/A

- vi. Lane and shoulder Closure Review Submission Lead Time Matrix

	>24 hour closure (or Peak Hours)	<=24 hour closure
Arterial	10 day lead time	5 day lead time
Collector	10 day lead time	5 day lead time
Local	N/A	N/A

**3. Road Closures for Block Parties**

- a. Communities/neighborhoods may submit a written request to TED for a block party. The request must be submitted at least three weeks in advance of the date of the block party. The request must include the following information:
  - i. The exact location of the block party (road name, intersecting streets, and/or mailboxes).
  - ii. Date of the block party (rain date if applicable)
  - iii. Time of the block party. Please note that the maximum number of hours should not exceed 18 hours.
  - iv. Contact information for the organizing person/group.
- b. BOH TED will review and determine if the proposed location of the block party is acceptable. Typically, block parties will not be allowed on Arterials and Collectors.
  - i. If BOH TED determines it acceptable to allow a road closure on an arterial or collector road, BOH TED will obtain final approval from the DPW Director.
  - ii. If BOH TED and/or the DPW Director, as appropriate, approves the road closure due to the block party, then BOH TED will provide the community and/or neighborhood representative with an approval letter.
- c. The community and/or neighborhood representative will be required to provide advance notice to the affected residents/property owners in writing with a copy of the notice sent to BOH TED.
- d. The community and/or neighborhood are responsible for acquiring proper traffic barricades for closing the roadway. These barricades must be monitored at all times to permit the access of Police and/or Fire emergency equipment and personnel should they be needed.

- e. BOH TED will be responsible for notifying the respective County Police District Traffic Coordinator and will copy the respective County Police District Executive Officer (a Police Lieutenant/Commander).
- f. BOH TED will be responsible for notifying the Fire Department of approved road closures due to a block party.

## **B. Emergency Service Interruptions**

### **1. Emergency County Road Closures**

- a. Division Heads, or designees, must notify the Deputy Director, Director, Assistant Director, Office of Emergency Management, Police, Fire, and the DPW CRM of an emergency road closure. The Division Head, or designee, of that operation which closes a road will provide them with the information listed in V.A.1.b. of this document.
- b. The DPW CRM will send out public notification via press release, DPW website, reverse notification system, social media and/or written notification to the affected citizens.
- c. During extended inclement weather events, the BOH will maintain a list of all road closures and reopenings for the duration of the emergency.
- d. During extended inclement weather events, county road closures are tracked in the Department's work order system and automatically populate on the Office of Emergency Management's Dashboard to be integrated with additional closures tracked by FD/PD. The DPW CRM will send out additional public notification on the status of road closures until all roads are reopened.
- e. Emergency closures that are not the result of inclement weather, will be immediately reported to all listed in V.B.1.a. The Division responsible for closing the road will immediately notify all listed in V.B.1.a. when the road is reopened.

## **C. Restoration of Service**

1. Every attempt shall be made to restore vital services as fast as possible.
2. Any entity that interrupted service due to road closure, water outage, etc. must notify the appropriate Division Head that services have been restored.
3. After restoration of services, technicians representing the operational area shall ensure systems in their respective areas are operational and that equipment is set to normal operation position. Valves, switches, and other such devices operated during the service interruption must be inspected by the technician representing the operational area at the conclusion of the



interruption to ensure these devices have been left in the proper position for the respective system to operate normally.

## **V. REFERENCES**

- A. County's Road Functional Classifications map adopted May 28, 2015 or latest version.
- B. DPW P&P B-07 Public Information/Public Speaking
- C. DPW P&P B-20 Customer Communications for Capital Projects
- D. DPW Bureau of Utility Operations F5.40 Priority Customer Policy
- E. DPW Bureau of Utility Operations Water Operations SOP WO:F1 Unidirectional Water Main Flushing-Routine Operations
- F. DPW P&P B-35 Water Restrictions
- G. DPW Know Your Roads web map  
(<https://gis.aacounty.org/portal/apps/webappviewer/index.html?id=f5c9f8a3dc7f46f39caff4570a1ad7b>)

### Attachment 1 Closure Approval Workflow

