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## City Engineer Bulletin Regarding Road Closure Requirements for Encroachment Permits

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### Purpose:

This bulletin establishes the requirements for road closures as part of encroachment permit applications to ensure public safety, minimize disruption, and maintain essential access for emergency vehicles, motorists, and the community.

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### General Requirements:

#### 1. Encroachment Permit Requirement:

- Road closures require an **approved Encroachment Permit (EP)** prior to implementation.
- A **Traffic Control Plan (TCP)** must be submitted as part of the EP application and must meet all applicable standards and guidelines. All TCPs must be prepared and stamped by a qualified professional or a Traffic Engineer.

#### 2. Maintaining Access:

- Applicants shall maintain that at least one travel lane, with a minimum width of 11 feet, remains open at all times with flaggers present.
- Full road closures are **strongly discouraged** and **should only be considered when absolutely unavoidable**. Besides adhering to TCP requirements, public outreach and notification are mandatory. For further details, please refer to the section "*Steps for Applicants When a Full Road Closure is Necessary*" below.

#### 3. Compliance with Other EP Requirements:

- All standard Encroachment Permit requirements remain applicable, including insurance, contractor licensing, and indemnification provisions.

#### 4. Field Inspections:

- Road closures are subject to **field inspection requirements** by City staff to ensure compliance with the approved Encroachment Permit and Traffic Control Plan.
  - Applicants must coordinate with the Public Works Department to schedule necessary inspections before, during and after the closure.
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**Steps for Applicants When a Full Road Closure is Necessary:**

**1. Community Outreach:**

- Conduct outreach efforts **at least fifteen (15) business days in advance**. Notification should include, but not limited to, the following stakeholders, or other stakeholders as directed by City staff:
  - City Mayor's office
  - City Council members and Neighborhood Councils. The neighborhood council and group contact information can be found here: <https://www.ci.richmond.ca.us/267/Neighborhood-Councils>
  - Richmond Police Department (510) 233-1214
  - Richmond Fire Department (510) 307-8031
  - United States Postal Service (USPS) (800) 275-8777
  - Richmond Sanitary Company (Garbage Collection) (510) 262-1600
  - Contra Costa Transportation Authority (925) 407-0121
  - Pacific Gas & Electric Company (Gas & Electric Services) (800) 743-4911
  - East Bay Municipal Utility District (Water Services) (866) 403-2683
  - Richmond Sanitary Sewer District (Sewer Services) (510) 307-8091
  - Stage Sanitary District (Sewer Services) (510) 524-4668
  - West County Wastewater District (Sewer Services) (510) 222-6700
  - Neighborhood Schools
  - Neighborhood Homeowners Associations (HOAs)

**2. Property Owner Notification:**

- Provide notification to all affected property owners **at least fifteen (15) business days in advance**, with a follow-up reminder **within three (3) days** prior to the scheduled work through methods such as:
  - Door hangers
  - Direct communication (mails or postcards)
  - Advanced signage

**3. City Council Approval Requirements:**

- The applicant may be required to obtain **City Council approval** before proceeding with the closure, particularly if the road is classified as a **collector, arterial, or the sole means of ingress/egress**.



**Urgent or Emergency Work:**

- In urgent situations where work is crucial to preserve life and property, emergency work may begin without obtaining an encroachment permit. Appropriate vehicular and pedestrian barriers, or other traffic controls, must be provided during the emergency repairs. The individual performing the emergency repair work must notify the City's engineering and police departments by telephone at the time the repair work begins and must apply for a permit within one calendar day. When the City office is closed, contact Richard Diaz at 510-307-8161 or email at [Richard\\_Diaz@ci.richmond.ca.us](mailto:Richard_Diaz@ci.richmond.ca.us).

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**Conclusion:**

By adhering to these requirements, we ensure public safety, maintain efficient transportation, and uphold community trust. For questions or further clarification, please contact the City Engineer's Office.

**City of Richmond, CA**

City Engineer  
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