



WHITEHALL TOWNSHIP TEMPORARY EVENT ROAD CLOSING PROCEDURES

Please be advised that Whitehall Township requires, prior to the closing of ANY public right of way by individuals *other than Township Personnel* within the Township for any purpose, with the sole exception of "emergency closures"* that the following procedures be followed. Please remember, however, that there are several major roadways throughout the Township which are State roads, and therefore separate approvals must be secured from the Pennsylvania Department of Transportation for closing of same, with notice provided to the Township.

Streets, alleys, etc., may be closed only as a "last resort" option, and considerable thought should be taken to assure that no other alternative is available prior to submitting such a closing request.

All requests will be considered based upon the intent, the need, and the length of closing requested.

All requests will be submitted to the Mayor, and reviewed at minimum by the Development, Public Works, Police, and Fire departments – which means the approval is NOT immediate and careful planning for needed closure is important.

Lane closures also require township approval, except in cases of "emergency closures" as defined herein.

All road and lane closures must be provided with appropriate traffic detour postings and information, and must meet the minimum standards of PennDOT's latest handbook for Work Area Traffic Control. Proposed detours must be approved in advance by the township prior to implementation.

"Emergency Closures" are defined as those closings mandated by the disruption of utility service for a break or other immediate and hazardous problem with the utility main. Although the road may be closed for this emergency purpose immediately, the notification requirements contained herein shall still apply AT THE TIME OF ROAD CLOSURE.

Road closure requests, except for emergency closures, must be submitted a minimum of 7 days prior to the requested closure.

PLEASE NOTE: CLOSING A ROADWAY IN CONFLICT WITH THESE PROCEDURES IS A VIOLATION OF WHITEHALL TOWNSHIP CODIFIED ORDINANCES, CHAPTER 15, §15-6 D AND PENALTIES WILL BE ASSESSED AS THE ORDINANCE REQUIRES.

The following, at a minimum, **MUST** be notified of a road closing by the individual, contractor, or other entity, when given permission to close a street or roadway **AT LEAST TWENTY FOUR (24) HOURS PRIOR TO THE CLOSING AND THE TOWNSHIP SHALL BE COPIED ON ALL EMAIL CORRESPONDENCE:**

Whitehall Township Public Works 610-437-5524, ext. 1139
Schristman@whitehalltownship.com

Whitehall Township Police Dept. 610-437-3042
Lehigh County Radio Dispatch 610-437-5252

Whitehall Township Fire Chief 610-437-5524, ext. 1166
Mbilder@whitehalltownship.com

Cetronia Ambulance 610-554-9314
Carrie Frey FreyC@cetronia.org
Whitehall Coplay School District 610-437-4780
Jeff Bauder Transp. Supervisor Jbauder@whitehallcoplay.org

(for closings involving Spring Street in the Egypt section of Whitehall Township – Parkland School District must also be notified)

JPMascaro/current trash hauler 610-434-2501
Christopher.caras@jmpascaro.com

LANTA 610-435-4517
ajordan@landtabus-pa.gov
jozoa@lantabus-pa.gov
mozoa@lantabus-pa.gov
djohnson@lantabus-pa.gov
KLeh@lantabus-pa.gov
twilliams@lantabus-pa.gov

Local Businesses on the street affected by closing

(document which businesses were notified and date)

FORM TO BE RETURNED, COMPLETED AND WITH DRAWING OF AREA TO BE CLOSED TO Brandon Werner or Tyson Gatti, bwerner@whitehalltownship.com
tgatti@whitehalltownship.com or dropped into mail or placed in DEVELOPMENT drop box at municipal building, 3219 MacArthur Road, Whitehall PA 18052

WHITEHALL TOWNSHIP REQUEST FOR ROAD CLOSING

Person requesting closing: _____

Telephone: _____ Email: _____

Reason for Request: _____

Dates of Closing: _____

Responsible Individual for **24 hour** Contact: _____

Telephone #: _____ Email: _____

Is Closing Associated With a Street Excavation Permit? _____

Describe and **attach detailed drawing of street to be closed, limits of closing** (from where to where), traffic control signage plan to be implemented, and detour path if necessary for traffic:

What traffic control devices are proposed associated with closing (these must be shown and labeled on the traffic control plan)?

What businesses will need to be notified regarding this closure and what is the method of notification proposed?



Dear _____,

Whitehall Township has reviewed your request to close the street/road/alley at:

for the specific purpose of:

and has approved this request, conditioned upon your adhering to all the required safety measures and notifying all affected parties and the following additional conditions:

Documentation of notification to all required affected parties must be submitted to the township within 48 hours of this approval.

This approval is granted from _____ to _____.

Please know that failure to re-open the street/alley/road by this time may result in penalties.

Mayor