

# **LAMB COUNTY TEMPORARY ROAD CLOSURE APPLICATION**

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## **What to Expect**

- Texas law permits the Commissioners Court to consider applications/requests for temporary road closure of county roads for civic events or outdoor festivals.
- Before the Commissioners Court can consider your Application, you must formally request to have it placed on the Commissioners Court Agenda. The deadline for placing items on a Commissioners Court Agenda is no later than noon on the Wednesday before the Monday court date. Please keep this in mind and take it into account when trying to determine how far in advance you need to submit your Application.
- Once your Application is received, it will be forwarded to the appropriate departments for review, to determine if any issues exist which need to be addressed prior to your Application being formally considered by the Commissioners Court.
  - For non-complicated requests, the Application review should take approximately 5-9 calendar days before being placed on the Commissioners Court Agenda.
  - For complicated requests, which require a determination of alternate routes for necessary traffic or Emergency Vehicles, review could take as long as 10-14 calendar days before being placed on the Commissioners Court Agenda.
- A confirmation email will be sent to the person who made the Application, acknowledging that the request has been received and is going through the review process.
- Once the request has gone through the initial review process, and there are no further issues to be addressed/questions to be answered, the Application will be placed on the next Commissioners Court Agenda. The person who made the Application will receive an email confirming the Application has been placed on a particular, upcoming Commissioners Court Agenda.
- The person who made the Application must be present at Commissioners Court to formally present the Application to the Court for consideration.
- Once the Court votes on the Application, if it is approved, a confirmation email will be sent to the person who made the Application, and to all entities involved in the review process, informing each the Temporary Road Closure has been approved.

**PLEASE SUBMIT YOUR COMPLETED APPLICATION AND COMMISSIONERS COURT AGENDA REQUEST IN PERSON AT THE COUNTY JUDGE'S OFFICE OR VIA EMAIL AT COUNTYJUDGEADMIN@CO.LAMB.TX.US**

## APPLICATION FOR TEMPORARY ROAD CLOSURE

**NOTICE:** All applications for Lamb County Temporary Road Closure must receive pre-approval from the Lamb County Commissioners Court. To ensure the Court has sufficient time to consider your request, application should be made no later than **30 days** prior to the event. Applications may be delayed or denied if not completed and submitted in a timely manner.

### SECTION 1: APPLICANT INFORMATION

Applicant Full Name: \_\_\_\_\_  
 Organization Name: \_\_\_\_\_  
 Organization Type: \_\_\_\_\_  
 Organization Phone: \_\_\_\_\_  
 Organization Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Primary Contact Name: \_\_\_\_\_  
 Primary Contact Phone: \_\_\_\_\_  
 Primary Contact Email: \_\_\_\_\_  
 Event Day "On-Site" Contact Person: \_\_\_\_\_  
 "On-Site" Contact Phone: \_\_\_\_\_

### SECTION 2: EVENT DESCRIPTION AND LOCATION

Event Title: \_\_\_\_\_  
 Event Type: \_\_\_\_\_  
 Event Description: \_\_\_\_\_  
 \_\_\_\_\_  
 PROPOSED Closure Start Date/Time: \_\_\_\_\_  
 PROPOSED Closure End Date/Time: \_\_\_\_\_  
 Event Start Date/Time: \_\_\_\_\_  
 Event End Date/Time: \_\_\_\_\_  
 Total Number of Expected Participants: \_\_\_\_\_  
 Street/Road(s) to be closed for Event: \_\_\_\_\_  
 \_\_\_\_\_

*Attach a map of the proposed logistical layout which shows and has marked the affected address range. Applications will NOT be accepted without a map.*

**SUBMITTED BY:** \_\_\_\_\_  
Signature Date

<b>FOR OFFICIAL USE ONLY</b>			
<b>Date Received by Judge's Office/Commissioner:</b> _____	<b>By:</b> _____	<b>Date Email Confirmation Sent:</b> _____	
<b>Date Submitted to Sheriff's Office for Review:</b> _____	<b>Date Recv'd by SO :</b> _____	<b>By:</b> _____	
<b>Recommendation of LCSO:</b> <input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> More Info Needed: _____			
<b>Signed by:</b> _____ <b>Position at LCSO:</b> _____ <b>Date Returned to Judge/Comm'r:</b> _____			
<b>Other Department to Whom Application Sent for Review:</b> _____ <b>Date submitted:</b> _____			
<b>Recommendation:</b> <input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> More Info Needed: _____ <b>Signed by:</b> _____ <b>Date:</b> _____			
<b>Other Department to Whom Application Sent for Review:</b> _____ <b>Date submitted:</b> _____			
<b>Recommendation:</b> <input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> More Info Needed: _____ <b>Signed by:</b> _____ <b>Date:</b> _____			
<b>Date Recv'd by Judge's Office/Commissioner:</b> _____			
<b>Vote of Commissioners Court:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied		<b>Date Placed on CC Agenda:</b> _____	
<b>Date Email Confirmation Sent:</b> _____			

**COMMISSIONERS COURT  
AGENDA ITEM REQUEST**

**DESCRIPTION OF ITEM:**

Request for Temporary Road Closure

**CONSENT AGENDA:**                      **Yes**    **No**  
      

**SUBMITTED BY:** \_\_\_\_\_

**APPROVED BY:**     **Judge / Commissioner** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*Please complete the attached form, which must be signed by the Judge/Commissioners.*

*It is the responsibility of the person submitting this form to ensure original documents are given to the County Clerk after CC approval.*

Consider and take appropriate action on a request made pursuant to Tex. Transportation Code § 251.158 for temporary closure of a county road, for a civic event or outdoor festival.