

# STREET CLOSURE CHECKLIST

Updated May 26, 2021

## CONGRATULATIONS!

Your permit review is now complete!

Ready to close your street and have fun? Here's how:

**Step 1** - Review the requirements in the Closure Checklist below and your approved Street Closure Template (attached to your permit record).

**Step 2** - Set up your street closure the day of the event per the approved Street Closure Template which shows you how to close your street.

Please contact [publicspace@seattle.gov](mailto:publicspace@seattle.gov) or 206-684-ROAD if you need any assistance.

## CLOSURE CHECKLIST

### PRINT YOUR PERMIT

Print and keep a copy of the permit on site during the closure. Read the Conditions of Use that are printed on your permit; they directly follow the section on Permitted Uses.

### TELL YOUR NEIGHBORS

We encourage you to tell your neighbors of your event early, but we require you tell your neighbors at least two business days before your event takes place. You can create your own notification or use our [template](#).

### BARRICADE TYPE

At non-arterial cross streets, you may use Type 2 barricades (rent from local providers), garbage or recycling containers, or a household item that is at least 3 feet tall and 2 feet wide. See the Street Closure Template for an image of a Type 2 barrier.

Use Type 3 barricades at arterial cross streets (rent from local providers). See the [Street Closure Templates](#) for an image of a Type 3 barrier.

### BARRICADE PLACEMENT

Barricades should be placed at both ends of the closure. The distance between each barricade should not exceed 6 feet, and they should be linked together with rope, streamers, banners, etc.

Place barricades so that people crossing the street can easily get to the other side, behind curb ramps and crosswalks (either a painted crosswalk or the area connecting the two sidewalks).

### SIGNS

Place appropriate signs in the center of the street at both ends of the closure. These are the "[Street Closed](#)" and "[Informational Signs](#)" as shown in the Street Closure Template. Signs should be attached to barricades at least one foot above street grade to be easily visible to drivers.

No Left Turn, No Right Turn, and Street Closed Ahead signs are required at arterial streets as shown in the Street Closure Templates.

### CLOSURE DETAILS

Keep sidewalks open for people walking and rolling.

Allow bikes through, although they should go slow and watch out for neighbors!

Local traffic and delivery vehicles are allowed into the closure as needed to access homes on the block.

Emergency vehicles may need to enter the closure area quickly. In addition to quickly moving barricades, only easily movable objects that can quickly be picked up should be in the 20-foot-wide fire lane. If the closed street is less than 20 ft wide, then the full street width shall be treated as a fire lane.

### MONITORS

Monitors are responsible for promptly moving barricades and clearing the roadway when residents, visitors, delivery vehicles, or emergency vehicles request access within the closure. A monitor is indicated as a person icon in the Street Closure Template.

At least one adult monitor must be present for the duration of the closure. Depending upon your closure, you may need more than one adult. You must have as many monitors as needed to be able to see both ends of the closure.

### BREAKDOWN

Check that the area is clear of all equipment, pavement markings, and debris before barricades are removed.

