

1.0 INTRODUCTION

An increasing number of neighborhoods have inquired about the possibility of closing a roadway to through traffic. Some neighborhoods have expressed a desire to take over the right-of-way from the County, hence privatizing the road so they can install gates or other access control devices. In response, the Fulton County Board of Commissioners charged the Department of Public Works with developing a uniform policy that would include guidelines and processes for road closures and privatization.

The metropolitan Atlanta area suffers from a sparse and poorly interconnected transportation network. Massive growth in the region over the last two decades has continued to outpace road construction. Commuters on over-capacity collector streets divert along interconnecting local residential roads, adding significant volumes to neighborhood streets. In response, some residents have called for closures to through traffic. Such closures tend to force more traffic along already over-burdened corridors, along with limiting the routing options of the neighborhood residents themselves. Poorly chosen closures serve only to exacerbate an already significant problem.

Implementing a road closure or privatization requires a delicate balance between the desires of the neighborhood residents and the needs of the greater traveling public. The Board of Commissioners has repeatedly recognized the need for increased interconnectivity in the County transportation network. Numerous Board approved planning documents and land-use plans over the last decade have called for and mandated increased interconnectivity. This policy preserves the repeated desire for interconnectivity while responding to residents' concerns and giving them a voice.

Streets belong to the general as well as the local public; and if the control and general supervision of streets is conferred by the legislature upon the county, the county holds them in trust for the convenience and use of the public at large. It then becomes its duty to keep them in safe and suitable condition for the passage of persons and transportation of commodities. The basic principles of law regarding streets are pronounced in at least two cases, Jones, et al. v. City of Moultrie, et al., 196 Ga. 526 (1943); Accord: Soles v. City of Vidalia, 92 Ga. App. 839 (1955):

A highway is a public way open and free to any one who has occasion to pass along it on foot or with any kind of vehicle. Id. The streets of a city belong to the public, and are primarily for the use of the public in the ordinary way Id. The primary object of streets is for public passage.

They should be kept open and unobstructed for that purpose...The streets of the city are peculiarly within the police control for the purpose of preserving and protecting their use by the public as thoroughfares. Id.

Road closures and privatization are intrinsically linked. Roads are maintained with public funding and located in County owned right-of-way. As such, the interest of the public good must be weighed when considering the dispensation of any roadway. Privatizing a road can cause problems with the loss of interconnectivity, increased emergency vehicle response times, and school bus routing. Road closures without privatization can also lead to issues of the public good. Some roadways, if closed to through traffic, would serve as little more than County maintained driveways. Conversely, the County should not accept the dedication of right-of-way that will cause an undue maintenance burden. For this reason, we have included in this policy definitive guidelines for County acceptance of dedicated roadways.

1.1 DEFINITIONS

For purposes of this policy, a road closure refers to a publicly owned and maintained roadway that has been partially or completely closed to through traffic. A road closure is typically implemented by the installation of a physical device or barrier designed to prevent vehicular traffic from passing. Closures typically include warning signage and pedestrian access through the barrier. They may include provisions for emergency vehicle access and a vehicular turn-around. The most commonly used type of permanent closure barrier is concrete or metal bollards installed across a roadway with appropriate signage.

Privatization is the process of the Fulton County abandoning or selling the public right-of-way to a private entity if owned in fee. If owned by virtue of dedication, an entity must be established by the adjacent or abutting homeowners so that the privatization of the road will be implemented as set forth hereafter. After privatization, a road becomes a privately owned thoroughfare which the County neither maintains nor accepts any liability. Any necessary routine or emergency maintenance, such as resurfacing, surface water management, or sinkhole repair, is the responsibility of the owner. The controlling entity may limit access to a private road as it sees fit, subject to County law and policy.

Right-of-way dedication is the opposite of privatization. It is the acceptance of a privately constructed or maintained roadway into the public right-of-way. It may be conveyed either in fee or by easement for road purposes. Once dedicated, the road and land in the dedicated right-of-way become public property to



the extent of the conveyance. The County will thereafter maintain the roadway, performing any improvements or modifications deemed necessary.

1.2 PURPOSE

The purpose of the Road Closure and Privatization Policy is to provide uniform guidelines for evaluation and implementation of citizen requests for road closures, privatizations, and right-of-way dedications. To this end, the County must balance the need of the greater public for increased interconnectivity and transportation alternatives with the safety and quality of life concerns of our residents. The policy outlines the procedures and engineering guidelines for implementing road closures and privatizations. Standardized designs for various closure devices will be developed under this policy to ensure uniformity and safety. Appeals to decisions made under this policy will be adjudicated by the Board of Commissioners. Appeals shall be filed with the Director of Public Works and shall follow the processes outlined in this policy

2.0 ROAD CLOSURE

Before any request for road closure will be considered, a traffic study must be undertaken by the Department of Public Works or a qualified consultant. The results of this study will be analyzed, and the Department of Public Works will make the appropriate recommendations. Staff of the Department of Public Works is available to make presentations and discuss their findings and recommendations with neighborhood associations and community groups. Recommendations are based on engineering and design standards publications such as the American Association of State Highway and Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets (Green Book), the Manual on Uniform Traffic Control Devices (MUTCD), the Transportation Research Board Highway Capacity Manual, Fulton County Public Works Design Standards, and other design standards and regulations. See Section 2.3 for a chart detailing the steps of the implementation process.

2.1 IMPLEMENTATION CONSIDERATIONS

- I. The Department of Public Works will only support a road closure on paved local residential streets, located within unincorporated Fulton County. Local streets are those classified by Fulton County as primarily used to directly access land parcels. Residential streets are those where the adjacent land use is deemed primarily residential in nature. Gravel roads will not be considered for publicly maintained road closure. Given the considerable annual maintenance cost of such roads, it would be inappropriate to spend public funds on a roadway that would not serve the public good.
- II. The Department of Public Works will only support a road closure if the road in question is part of a neighborhood that connects to at least three different collector roads. In the case of a neighborhood with the requisite multiple connections, Public Works staff will consider the closure of specific access points to redirect traffic flow through the neighborhood. Public Works will not support the closure of a single road that connects two collector roads. For purposes of this policy, a collector road is defined as any road that the Department of Public Works has given a functional classification of collector or higher.
- III. The traffic study must confirm that a traffic-related problem exists before the Department of Public Works will support any closure request:

- Traffic studies performed for evaluation of a requested road closure must include 24 hour vehicular volumes and speeds. If a study is being conducted by a qualified consultant, please contact the Department of Public Works Traffic Engineer for specific study criteria.
- If a significant speeding problem exists, the neighborhood will be referred to the County's Traffic Calming Program, and road closure will not be supported until after a traffic calming project is implemented and evaluated for effectiveness, as determined by Fulton County Traffic Engineer. Traffic Calming is effective in reducing speeds and volumes on residential roadways, and can address the immediate safety concerns caused by speeding traffic more effectively than a road closure.
- For excessive volume, a problem exists when collected vehicular volumes exceed four times the expected trip generation for the surrounding land uses, as calculated using the Trip Generation Handbook.
- For pedestrian and other safety related problems, confirmation will be made based on accident reports, inadequate roadway geometry (such as poor sight distance), and other safety parameters.
- The Department of Public Works Traffic Engineer may recommend support for a closure based on a combination of the factors listed above, and on accepted engineering practice

IV. The County requires that there be unanimous support from the community for implementing road closures:

- For the implementation of a road closure, a formal petition must be submitted to Fulton County, showing that 100% of the property owners in the neighborhood, as defined by Fulton County Traffic Engineer, and along the affected roadway affirm their support for the closure. See Section 5.0
- If the required percentages cannot be obtained, the Department of Public Works Traffic Engineer may recommend the road closure based on traffic studies and accepted engineering practice.

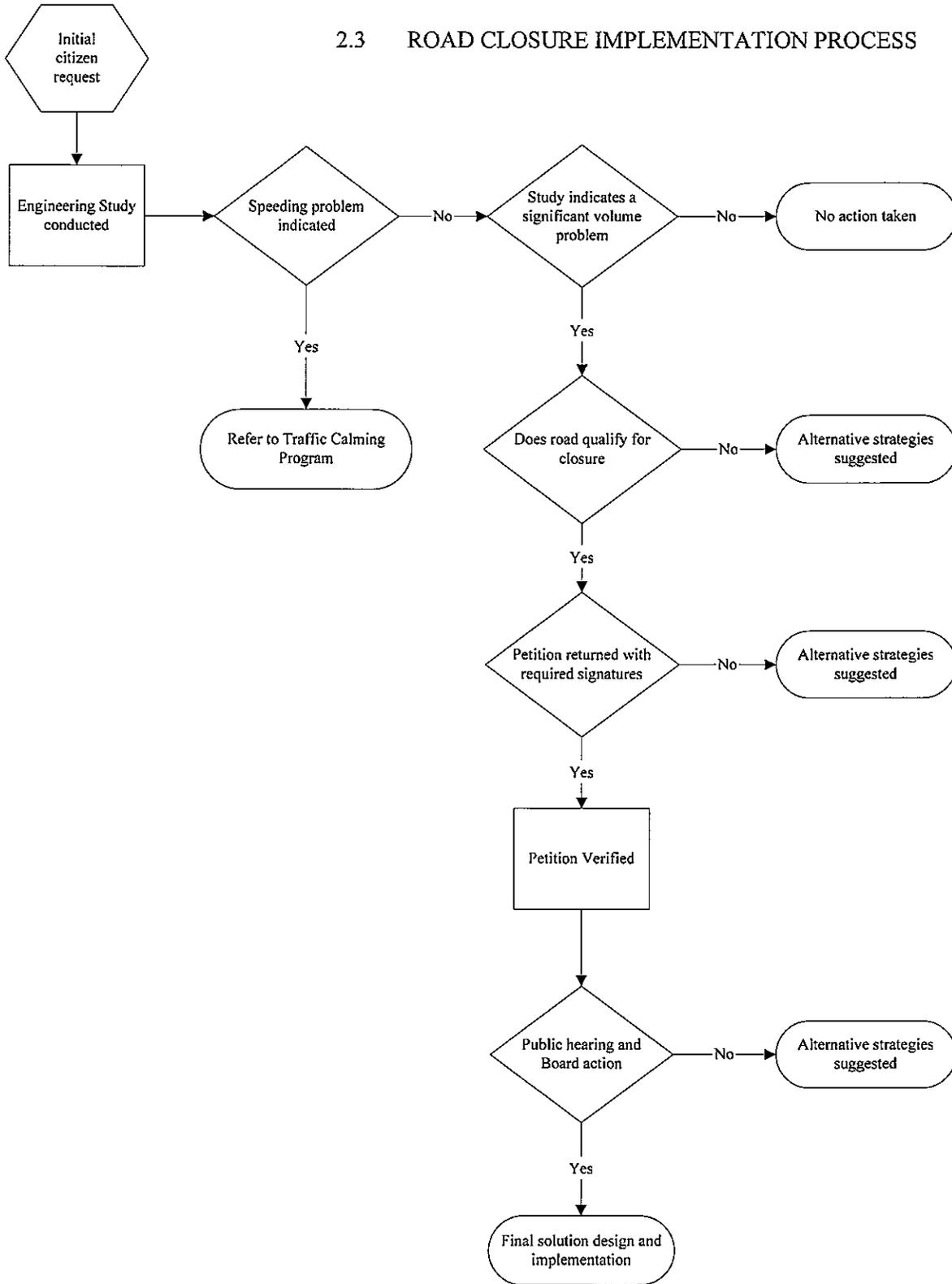
V. All road closures must conform to any programmed transportation capital projects and any approved land use plans. Additionally, all closures must conform to any approved regional or state mobility plans. Approval by the Director of Public Works and the Director of Environment and Community Development is required to indicate conformity.

- VI. Public Works will consult with emergency service providers, Fulton County Board of Education, and the Postmaster before approval of any road closure, so that said services will be accommodated and not impaired to render their required performances.
- VII. Once all criteria have been met, the Department of Public Works will present the completed petitions to the Board of Commissioners for action. A public hearing will be held before the Board of Commissioners for each petition. Public Works will advertise any public hearing(s) through the use of on-site informational signage as well as by press release prior to the hearing(s). Following the public hearing, the Board of Commissioners will take action on the petition.
- VIII. The design of any construction or devices used to facility the road closure requires the approval of the Department of Public Works Traffic Engineer.
- IX. Once a road closure is implemented, Fulton County Department of Public Works reserves the right to move, modify or remove the closure for operational or safety reasons at any time:
- A neighborhood association may request the removal of a road closure in its community. A formal petition will be required showing that 100% of the property owners in the neighborhood and along the affected roadway affirm their support for the removal of the closure. As with installation, removal of traffic calming devices requires action by the Board of Commissioners. See Section 5.0
 - Fulton County may deny a request to remove a road closure based on operational and safety reasons.

2.2 EMERGENCY SERVICE IMPACTS

Road closures typically have a negative impact on emergency service response time. Due to this, Fulton County recommends that any communities considering a road closure participate in the Response Impact Program, sponsored by the Fulton County Fire Department. The Response Impact Program is a community based education program available to community associations or individuals affected by the increased response time. The program will include, but is not limited to, education concerning smoke detectors, evacuation plans, fire drills, and CPR courses.

2.3 ROAD CLOSURE IMPLEMENTATION PROCESS



3.0 ROAD PRIVATIZATION

Privatizing a road means it will no longer be available for public use and access, ultimately lowering the overall interconnectivity of the County's transportation network. Not only is the immediate connection lost, but any future possibility of expansion or upgrade to the road, as part of a larger network, is lost. Additionally, if any such future expansion was mandated, the County would be required to repurchase the right-of-way it previously owned. As such, only road meeting specific criteria will be allowed to privatize. See Section 3.3 for a chart detailing the steps of the implementation process.

3.1 IMPLEMENTATION CONSIDERATIONS

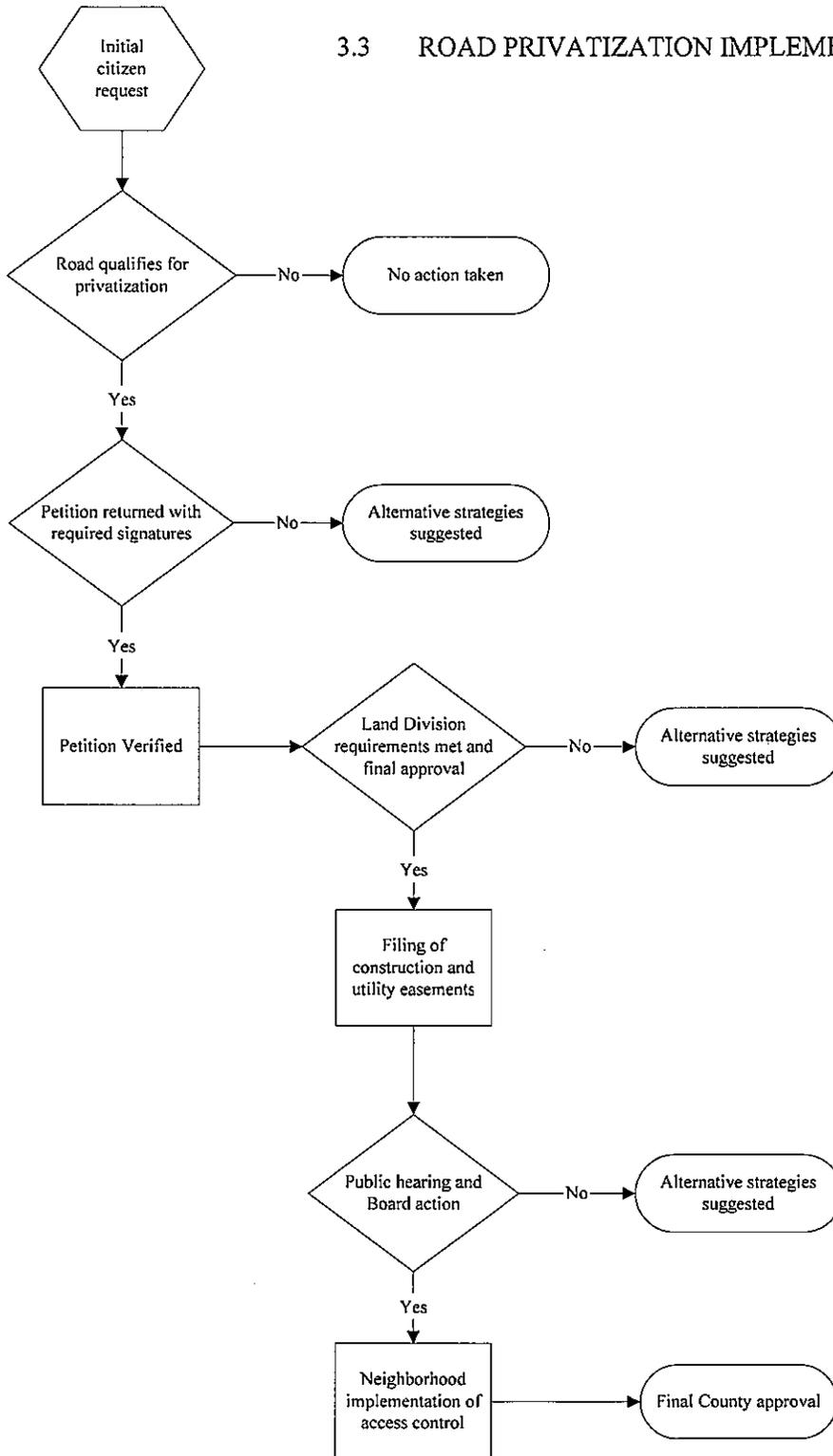
- I. The Department of Public Works will only support privatization of local residential streets, located within unincorporated Fulton County. Local streets are those classified by Fulton County as primarily used to directly access land parcels. Residential streets are those where the adjacent land use is deemed primarily residential in nature.
- II. The Department of Public Works will only support privatization for a neighborhood or road that does not connect to two or more different collector roads. For purposes of this policy, a collector road is defined as any road that the Department of Public Works has given a functional classification of collector or higher.
- III. The County requires that there be unanimous support from the community for implementing a road privatization:
 - For the implementation of a privatization, a formal petition must be submitted to Fulton County, showing that 100% of the property owners in the neighborhood, as defined by Fulton County Traffic Engineer; and along the affected roadway(s) affirm their support for the privatization. See Section 5.0
- IV. All privatizations must conform to any programmed transportation capital projects and any approved land use plans. Additionally, all privatizations must conform to any approved regional or state mobility plans. Approval by the Director of Public Works and the Director of Environment and Community Development is required to indicate conformity.

- V. Public Works will consult with emergency service providers, Fulton County Board of Education, and the Postmaster before approval of privatization, and provisions made for their performances.
- VI. Residents with frontage along a road to be privatized may be required to purchase the right-of-way from the County. Any privatization of a public roadway must meet all requirements of the Land Division of the General Services Department. Approval by the Land Administrator is required for all privatizations.
- VII. The controlling entity for the privatized road will give Fulton County permanent utility and construction easements for the entirety of the existing right-of-way at no cost as a condition of privatization.
- VIII. Once all criteria have been met, the Department of Public Works will present the completed petitions to the Board of Commissioners for action. A public hearing will be held before the Board of Commissioners for each petition. Public Works will advertise any public hearing(s) through the use of on-site informational signage as well as press releases prior to the hearing(s). Following the public hearing, the Board of Commissioners will take action on the petition.
- IX. Upon approval of a road privatization, the controlling entity will file a revised subdivision plat indicating the new dispensation of the property. Any expenses or fees incurred in the filing will be the sole responsibility of the controlling entity.
- X. Any access control, such as a gate, that the residents of the road wish to install must conform in design and construction to all relevant County standards, regulations, and processes. All access controls must conform to County standards as if the road or neighborhood was newly constructed. Recent privatization will not be accepted as a justification for any exemptions or variances to these standards.

3.2 EMERGENCY SERVICE IMPACTS

Road privatizations typically have a negative impact on emergency service response time. Due to this, Fulton County recommends that any communities considering a road privatization participate in the Response Impact Program, sponsored by the Fulton County Fire Department.

3.3 ROAD PRIVATIZATION IMPLEMENTATION PROCESS



4.0 DEDICATION OF RIGHT-OF-WAY

The opposite of privatization, the dedication of right-of-way is the process by which a formerly private roadway is accepted as public right-of-way. Dedicated roadways can help the County to expand the existing roadway network, and provide previously unusable connections. Unfortunately, dedication can also saddle the County with an undue maintenance burden caused by substandard construction. The County will only accept the burden of roadways that expand our transportation network and are built to acceptable standards. Said conveyance may be made either in fee or by easement.

4.1 IMPLEMENTATION CONSIDERATIONS

- I. The Department of Public Works will only support dedication of paved streets, located within unincorporated Fulton County, that connect two or more different collector roads. For purposes of this policy, a collector road is defined as any road that the Department of Public Works has given a functional classification of collector or higher.
- II. The County will not accept a portion of a neighborhood street for dedication. If a neighborhood is to dedicate its roadways, they must dedicate all existing roadways. If a single street is to dedicate right-of-way, the entire street must be dedicated.
- III. The County requires that there be unanimous support from the community for the dedication of right-of-way:
 - For the dedication of right-of-way, a formal petition must be submitted to Fulton County, showing that 100% of the property owners in the neighborhood and along the affected roadway(s) affirm their support for the closure. See Section 5.0
- IV. Applicants for dedication must hire a qualified contractor to perform core samples at 100 foot intervals along the centerline of all effected roadways. The resulting analysis of the samples must be submitted to the Department of Public Works for review. Only roadways that can demonstrate an appropriate sectional construction will be accepted.
- V. Private roads typically have concrete aprons at their entrance to indicate their status as private. Any existing concrete apron must be removed and replaced with an appropriate asphalt section.

- VI. All driveway aprons along the streets to be dedicated must conform to County standards. Any asphalt driveway aprons must be replaced by an appropriate concrete apron.
- VII. A minimum of 10 feet of right-of-way from the back of curb must be dedicated to Fulton County for all affected roadways. All utility boxes, hydrants, poles, or other utility-related structures must fall within the dedicated right-of-way. This may require more right-of-way than the minimum 10 feet. Additionally, no structures, or portions thereof, may be located in the newly dedicated right-of-way. Structures would include, but are not limited to, buildings, signs, or walls. Applicant must satisfy Fulton County that good title is being conveyed.
- VIII. All signs located in the newly dedicated right-of-way must conform to County standards as set forth in the "Sign Installation in New Subdivision" policy.
- IX. If an irrigation system would be located in the newly dedicated right-of-way, the applicant must file for a utility permit to operate it within the right-of-way. The applicant must provide an inspection report regarding the condition of the irrigation system to the County as part to the utility permit process. The applicant must also perform any repairs to the roadway, shoulder, or drainage system caused by failures or breaks in an existing irrigation system. If the utility permit is approved, the applicant must file an indemnification agreement with the County regarding its operation. If the utility permit is denied, all portions of the irrigation system must be removed from the right-of-way before dedication will be accepted. This provision applies equally to irrigation systems owned by a single property owner along the affected roadway as it does to a communal operating entity, such as a home owners' association, that would operate a neighborhood-wide irrigation system.
- X. All features of the roadway and right-of-way must conform to County standards. This includes, but is not limited to, curb, gutter, catch basins, and sidewalk. If there is not currently sidewalk along the affected streets, sidewalk must be constructed on both sides of the street. Inspections will include a drainage assessment and all deficiencies must be corrected prior to dedication.
- XI. All traffic calming devices in the affected roadway must conform to County standards. The County will not maintain existing traffic calming devices or textured pavement treatments. The neighborhood will be responsible for removing any existing traffic calming devices and pavement

treatments before its roads can be resurfaced. Please see the Fulton County Traffic Calming Program document for more information.

- XII. Any on-street parking must be parallel. If any angled parking exists on the affected roadways, it must be eradicated and replaced with parallel bays or removed altogether.
- XIII. All construction, maintenance, and inspection requirements (Section 4.1, Items IV-XII) must be approved by the Director of Public Works to indicate conformity to County standards. Fulton County standard details can be obtained through the Department of Environment and Community Development.
- XIV. Once all criteria have been met, the Department of Public Works will present the completed petitions to the Board of Commissioners for action. A public hearing will be held before the Board of Commissioners for each petition. Following the public hearing, the Board of Commissioners will take action on the petition.
- XV. Upon approval of right-of-way dedication, the applicant will file a revised subdivision plat indicating the new dispensation of the property and the new right-of-way location. Any expenses or fees incurred in the filing will be the sole responsibility of the applicant.

5.0 PETITION FOR ROAD CLOSURES, PRIVATIZATIONS, AND DEDICATIONS

As required in this policy, a petition shall be submitted to the Fulton County Department of Public Works to illustrate the favorable opinion of the affected property owners. Examples of properly formatted petitions are included in Appendix A. All of the property owners in the subdivision or along the roadway should be contacted and given an opportunity to sign this petition, indicating their opinion concerning the installation of the traffic calming device. Any abstention or indication other than a “yes” will be considered a “no.”

A spouse’s signature will not be acceptable if he/she is not the legal owner. If both husband and wife are joint legal owners, both signatures are required. A “Mr. and Mrs.” signature is not acceptable. All owners must sign individually, including owners of undeveloped lots, provide legal evidence of good title and authority to convey. Renting tenants are not an acceptable substitute for the legal homeowner. The percentage of support will be calculated, based on individual lots where the owners sign affirmatively, divided by the total number of lots in the plotted subdivision, units, or defined service area. Each lot counts as only one lot regardless of the number of owners signing. 100% of the homeowners in the neighborhood, as defined by Fulton County Traffic Engineer, or along the affected roadway must vote in support of the proposed action before the petition may be presented to the Board of Commissioners. Where a neighborhood has a homeowners’ association or other legal mechanism allowing a group less than the previously stated required percentages to represent their position on matters such as these, this mechanism may replace the petition process as approved by the Fulton County Land Administrator in consultation with the Office of the County Attorney. Appropriate indemnification for maintenance and associated expenses shall be provided for.

The completed petition must be returned to the Department of Public Works where it will be checked against tax records and land lot maps to ensure that it meets all requirements. Petitions that meet the requirements will be presented to the Board of Commissioners for action. A public hearing will be held before the Board of Commissioners. Following the public hearing, the Board of Commissioners will take action on the petition, and the necessary modifications made to the Public Records.

Appendix A

Sample Petitions

Two sample petitions follow. The first is an example of a single sheet per property design which could be included in a Home Owner's Association newsletter or passes out by volunteers. The second is a petition form that includes multiple signatures and could be carried around by volunteers or kept in a central location. One petition is formatted specifically for road closure, while the other is formatted for privatization. This is simply for illustrative purposes. Either form, or a reasonable variation, is acceptable.

Regardless of exact format, all petitions must have certain features. Most importantly, the property owner(s) must clearly indicate they are in favor of the closure, privatization or dedication of the neighborhood streets. The street address of each property should be indicated, along with printed name(s) of the owner. Please note that all listed property owners must sign the petition or a 'no' vote will be recorded for the property. Submitted petitions should include a cover letter from the HOA Board, neighborhood president, or other responsible party attesting that all signatures are correct and valid to the best of their knowledge.

Fulton County Department of Public Works
Transportation Division
C/o Traffic Calming Program
141 Pryor Street, SW, Suite 6001
Atlanta, Georgia 30303
(404) 730-7400

PETITION FOR ROAD CLOSURE

I, the undersigned, being the owner of real property located at

_____ in unincorporated Fulton County, do hereby petition for the closure of Apple Lane to through traffic, for purposes of improving the safety of the neighborhood streets for all users of the roadways.

I do hereby pledge and consent to the installation of devices deemed necessary to facilitate the closure of the roadway adjacent to my property to through traffic that are constructed within the public right-of-way and conform to the design and safety standards for such devices as determined by Fulton County Department of Public Works.

Print Name (First, Last)

Signature

Date

Print Name (First, Last)

Signature

Date

Road Closure Approval Process

The following process is for the approval of all temporary road closures in unincorporated Fulton County. Please note that work in the right-of-way that only closes a lane while a contractor is on site to flag traffic does not require approval through this process. This process is to approve detours for complete road closures (e.g. bridge replacement, major sewer work, etc.) or lane closures that will be for an extended period of time and/or will not be facilitated by flaggers.

Additionally, there are two types of road closures that Public Works approves: 1) special event closures (e.g. road race, festivals, parades, etc.) and 2) construction and maintenance closures (i.e. any construction work that requires use of the roadway). Special event closures require the approval of the BOC. Construction and maintenance closures can be approved by the Public Works Department alone. The Public Works website has a road closures procedure document that explains the process and information needed for anyone who would like to request a closure. Please review that document as it this one focuses on what Public Works staff must do to facilitate these closures.

Special Event Closure

1. Review submitted application materials – the applicant must submit a request in writing **60 days** in advance of the closure. The application must include a map of the closure, detour plan, and traffic control plan or equipment list showing the type and number of traffic control devices (barricades, etc.) used to facilitate the closing. Please note that some closures, such as a road race, will have “rolling roadblocks” that are handled by hired off-duty police. Staff should insure the following items are handled correctly:
 - a. Time and date of closure do not conflict with other, previously approved closures, or do not pose an undue risk or delay to the traveling public (i.e. don't close an major collector at 5pm on Friday)
 - b. Detour plan allows for all travelers to reach their destinations with a minimum of delay. The detour route should also avoid neighborhood or residential streets as much as is practical.
 - c. All property owners in the immediate vicinity of the closure should have unlimited access to their property. While is sometimes impossible; if a street must be torn up in front a person's house, then the applicant should make arrangements for the owners to safely park vehicles as close as possible and walk to their property.
 - d. The applicant must advertise the closure to impacted residents and businesses. This can take the form of mailings, flyers, and/or signs. Make sure that the notice is adequate for everyone to adjust their plans.
 - e. All traffic control must conform to the most recent edition of the MUTCD.
2. Send a written acknowledgement of receipt of application, along with any necessary changes to their plans.
3. Put the closure request on the Traffic Engineering recommendation that go before the BOC – the “Traff Recs” are a list of items that are placed on the consent agenda of each BOC meeting. They are for BOC approval of relatively simple items (e.g. stop signs, speed limit changes, road closures, etc.). Be sure and make your supervisor and the Director aware of any special event closures before the BOC meeting. If a closure is for an event that would seem politically charged (e.g. a protest march, demonstration, event sponsored by a controversial group, etc.) inform your supervisor and/or the Director before placing on the traffic recommendations.
4. Once approved by the BOC, send written verification to the applicant.
5. Send and email to the Road Closure Distribution List to inform other departments of the closure (see below)
6. Update the Public Works website's “Temporary Road Closure” page to reflect the closure. For help in doing this, see Sam Okeh.

Construction and Maintenance Closures

1. Review submitted application materials – the applicant must submit a request in writing **10 business days** in advance of the closure. The application must include a map of the closure, detour plan, and traffic control plan or equipment list showing the type and number of traffic control devices (barricades, etc.) used to facilitate the closing. Please note that some closures, such as a road race, will have “rolling roadblocks” that are handled by hired off-duty police. Staff should insure the following items are handled correctly:
 - a. Time and date of closure do not conflict with other, previously approved closures, or do not pose an undue risk or delay to the traveling public (i.e. don't close an major collector at 5pm on Friday)
 - b. Detour plan allows for all travelers to reach their destinations with a minimum of delay. The detour route should also avoid neighborhood or residential streets as much as is practical.
 - c. All property owners in the immediate vicinity of the closure should have unlimited access to their property. While is sometimes impossible, if a street must be torn up in front a person's house, then the applicant should make arrangements for the owners to safely park vehicles as close as possible and walk to their property.
 - d. The applicant must advertise the closure to impacted residents and businesses. This can take the form of mailings, flyers, and/or signs. Make sure that the notice is adequate for everyone to adjust their plans.
 - e. All traffic control must conform to the most recent edition of the MUTCD.
2. Send a written acknowledgement and any necessary changes to their plans. Make sure that any necessary changes to a traffic control plan are made, and new versions submitted, *before* you issue an approval. Issuing approval contingent on your changes is a great way to see that they never happen.
3. Verify that the applicant has applied for a utility permit, if needed. Utility permits are required for anyone to do work inside the County's right-of-way. Road closure approval for construction is often one step of many in the utility permitting process. Make sure that a contractor is not trying to end run the process by talking directly to you. If the work they are doing will be in the right-of-way, make sure they have applied for a utility permit.
4. Issue written approval. This may simply be to sign the traffic control plan is the applicant is in the utility permitting process.
5. Send and email to the Road Closure Distribution List to inform other departments of the closure (see below)
6. Update the Public Works website's "Temporary Road Closure" page to reflect the closure. For help in doing this, see Sam Okeh.

Road Closure Distribution List

The following groups should be informed via email of the date, duration, location, and reason for a temporary road closure:

- Communications Dept
- FCPD
- FC Fire Dept
- Emergency Services Dept (this is how you contact EMS/911)
- Public Works Dept (specifically Maintenance, Traffic Ops, and Water Services)
- County Manager's Office
- County Commissioner's Office (it is easiest to simply inform them all)
- Fulton County School Board, Transportation Division
- U.S. Post Office
- MARTA

If you feel additional public notice is required (such as in an emergency bridge closure) contact the Communications Department to have them prepare a press release. All external communications to the public must come from them. At the time of this writing, our contact in Communications is Felicia Church.

I have copied my email distribution list below. It was current as of the writing of this procedure on 04/12/07.

Distribution List Name: Road Closure Distribution

Members:

Adams, Corey	Corey.Adams@fultoncountyga.gov
Allen, Sharon	Sharon.Allen@fultoncountyga.gov
Daryl Hicks	Daryl.Hicks@fultoncountyga.gov
C Bentley	bentleyc@fulton.k12.ga.us
C Morgan	cmorgan@itsmarta.com
Church, Felecia	Felecia.Church@fultoncountyga.gov
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Coleman, George	George.Coleman@fultoncountyga.gov
Cook, Jim	Jim.Cook@fultoncountyga.gov
Corbitt, Jessica	Jessica.Corbitt@fultoncountyga.gov
D Heath	heathd@fulton.k12.ga.us
Chris Browning	Chris.Browning@fultoncountyga.gov
Few, Larry	Larry.Few@fultoncountyga.gov
Hajer, Abdullah	Abdullah.Hajer@fultoncountyga.gov
Hawkins, Kenneth	Kenneth.Hawkins@fultoncountyga.gov
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Victor Robinson	Victor.Robinson@fultoncountyga.gov
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Matthews, Dyan	Dyan.Matthews@fultoncountyga.gov
Miller, Susan	Susan.Miller@fultoncountyga.gov
Millican, Charles	Charles.Millican@fultoncountyga.gov
Moore, Rocky	Alfred.Moore@fultoncountyga.gov
Parker, Angela	Angela.Parker@fultoncountyga.gov
Sandy Wyrick - USPS	Sandy.S.Wyrick@email.usps.gov
Slaughter, Ernest	Ernest.Slaughter@fultoncountyga.gov
Faye Sellers	Faye.Sellers@fultoncountyga.gov
Thomas, Harriet	Harriet.Thomas@fultoncountyga.gov
Suzanne Alliegro	Suzanne.Alliegro@fultoncountyga.gov
Wayne McKie	mckiew@fulton.k12.ga.us
Kun Suwanarpa	Kun.Suwanarpa@fultoncountyga.gov
Anthony Spencer	Anthony.Spencer@fultoncountyga.gov
Kathy Hood	Kathy.Hood@fultoncountyga.gov