



## WHITEHALL TOWNSHIP 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 Public Works, Police, and Fire departments.

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.

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

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

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:***

Whitehall Township Public Works	610-437-5524, ext. 1139
Whitehall Township Police Dept.	610-437-3042
Lehigh County Radio Dispatch	610-437-5252
Whitehall Township Fire Chief	610-437-5524, ext. 1166
Cetronia Ambulance	610-262-6484
Whitehall Coplay School District (for closings involving Spring Street in the Egypt section of Whitehall Township – Parkland School District must be notified)	610-437-4780
Waste Management	610-285-3121
LANTA	610-435-4517
Local Businesses on street affected by closing	

**WHITEHALL TOWNSHIP  
REQUEST FOR ROAD CLOSING**

Person requesting closing: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Dates of Closing: \_\_\_\_\_

Responsible Individual for Contact: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Is Closing Associated With a Street Opening 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:

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

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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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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