Brazoria County Toll Road Authority

Lane Closure Policy

1.1   PURPOSE

The purpose of this Policy is to communicate the proper procedure for Contractor(s), Construction Management/Engineering Consulting Firms, Construction Programs and BCTRA Program Manager to follow when requesting, reporting, and setting up a lane closure. All scheduled lane, ramp, or other type of closures on the existing system need to be coordinated through the BCTRA Administrative Assistant as outlined in the following "Lane Closure Procedures". The closure request coordination will help assure no conflicting maintenance or construction lane closures will be planned in the same area, or at the same time ultimately affecting the traveling patrons or requiring additional tolls to be paid.

1.2   DEFINITIONS

BCTRA: means the Brazoria County Toll Road Authority

Requestor: means the contractor or entity requesting the lane closure

Toll Road(s): means any or all of the roads, also referred to as managed lanes, made part of the Brazoria County Toll Road system, including the Brazoria County Expressway

1.3   SCOPE

This SOP applies to all scheduled lane closure(s) performed on the Toll Roads regardless of department or purpose.

1.4   DOCUMENT RESPONSIBILITY

The Program Manager is the custodian of this SOP and is responsible for assuring that this SOP is followed and maintained.

I.   LANE CLOSURE REQUIREMENTS

Allowable lane closure times on Toll Roads are the following:

(Any time period outside these parameters requires prior approval by the Program Manager and will be analyzed case by case)

Managed Lanes - Shoulder and / or One Lane Closure

Day	Daytime Closure Hours	Nighttime Closure Hours
Monday - Friday	9 a.m. to 3 p.m.	10 p.m. to 5 a.m.
Weekend	10 p.m. Friday to 5 a.m. Monday	

Managed Lanes - Two Lanes / Ramp / Connector / Total Closure

Day	Daytime Closure Hours	Nighttime Closure Hours
Monday - Friday	Not Allowed	10 p.m. to 5 a.m.
Weekend	10 p.m. Friday to 5 a.m. Monday	

Every effort must be taken to minimize the disruption to traffic, and ensure the safety and convenience to the public. Coordination and correspondence between the Requestor and BCTRA shall be through the Program Manager or designated representative.

Major traffic pattern changes such as ramp closures and total managed lane closures shall require the Requestor to post Changeable Message Signs (CMS) a minimum of two weeks in advance of the major traffic pattern change. An adequate number of CMS should be utilized at least one week prior to the date of closure. A minimum of two CMS shall be used in each direction to the point of closure. If the lane closure may adversely affect the operation of the Toll Roads, BCTRA may require the closure to be removed, modified, or canceled until a time when impacts may be mitigated.

II.   Lane Closure Request

The requestor shall submit an email request to BCTRA@brazoriacountytx.gov with a completed "Request for Approval of Lane Closure" form (see page 5) attached for each closure site. Lane closure requests shall be submitted a minimum of 48 hours in advance for a standard lane closure, three (3) weeks in advance if a total closure or ramp closure is required.

The form must detail:

a.   Direction

b.   Limits of Work or Ramp Location

c.   Date Scheduled to Start and End

d.   Start / End Time

e.   Description of Work

f.   Notification if work has been coordinated with any other work in the area

g.   Individual responsible for this work / Telephone number

h.   Number of lane(s) closed

i.   Will any ramps require closure? If so, identify.

j.   Applicable traffic control standard or signed and sealed drawing(s)

k.   Submitted by / Date

Once the BCTRA Program Manager has reviewed and approved the closure, the Administrative Assistant will process the approval for lane closure. Once processed, an email will be sent to BCTRA, Brazoria County Engineering Department-Permits Division, the Requestor, and the BCTRA maintenance contractor. Once the closure is processed, the closure will be posted on the BCTRA web page or other site in order to provide notice to the public.

Requestor shall notify BCTRA immediately by phone and email (when possible) should closures be cancelled or altered for any reason.

Request for Approval of Lane Closure

Roadway: Brazoria County Expressway   Direction: _____

Limits of Work or Ramp Location: _____
_____
_____
_____

Start Date: _____   Time: _____ AM _____ PM _____
End Date: _____   Time: _____ AM _____ PM _____

Description of Work: _____
_____
_____

Has work been coordinated with any other work in the area?

Yes _____   No _____   None _____

Individual responsible for this work: _____
Telephone Number: _____

Number of Lanes Closed: 0 _____   1 _____   2 _____   Shoulder _____

Will any ramps require closure? Yes _____   No _____

If so, Identify: Entrances: _____ Exits: _____

List the Traffic Control Plan to be used: _____

Submitted by: _____   Date: _____

Approved by: _____