



Public Works Department - Borough of West Chester

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ROAD CLOSURE POLICY

In order to close a road in the Borough the contractor must:

- 1) Contact Public Works with a minimum of **48 hours' notice**. If working on a Monday, you must notify PW no later than 3PM on the preceding Thursday.
- 2) Contractor must notify the Parking Department 48 hours in advance for their No Parking Postings. If working on a Monday, you must notify Parking no later than 3PM on the preceding Thursday.
- 3) You must notify PW if emergency vehicles will have access
- 4) You must notify PW if it is a partial or full closure
- 5) Contractor is responsible for placing road closure signs out and responsible for flaggers if required
- 6) No closures can be requested the day of work unless a 100% true emergency
- 7) A copy of the approved and paid PW Highway Occupancy Permit must be on the job site.
- 8) Road Closures are permitted from 9AM – 3PM
- 9) If a state road, PADOT approval is required

****Please note, failure to comply with this policy will result in a shut-down of the jobsite.**