



STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION  
AND PUBLIC FACILITIES

**APPLICATION FOR  
LANE CLOSURE PERMIT**

**RECEIVED BY DOT&PF**

**A list of requirements for the application is attached. Also attached are the applicable regulations and a list of mandatory (already checked) and event-specific conditions (some of which could be checked when the permit is issued) that will apply to the permit as DOT&PF determines appropriate to protect the public. A nonrefundable \$100 application fee must accompany this application.**



The State of Alaska, Department of Transportation and Public Facilities (DOT&PF) is pleased to announce the availability of online permitting for lane closure permits.

You may apply online at [www.dot.state.ak.us/permits](http://www.dot.state.ak.us/permits).

Computer access is available at all public libraries and at the main offices of DOT&PF's regional offices.

If you choose to complete this paper application, please mail it to the appropriate address below and DOT&PF personnel will input the information for you.

Southeast Region	Central Region	Northern Region
<p><b>Mailing Address:</b> AKDOT/PF ROW 6860 Glacier Hwy Mail Stop 2506 Juneau AK 99801-7909</p>	<p><b>Mailing Address:</b> AKDOT/PF ROW P.O. Box 196900 Anchorage AK 99519-6900</p>	<p><b>Mailing Address:</b> AKDOT/PF ROW 2301 Peger Road Mail Stop 2553 Fairbanks AK 99709-5316</p>
<p>Voice: (907) 465-4540 or 1-800-575-4540 Fax: (907) 465-3506 TDD: (907) 465-4410</p>	<p>Voice: (907) 269-0700 or 1-800-770-5263 Fax: (907) 248-9456 TDD: (907) 269-0473</p>	<p>Voice: (907) 451-5400 or 1-800-475-2464 Fax: (907) 451-5411 TDD: (907) 451-2363</p>
<p><b>Physical Address:</b> AKDOT/PF ROW 6860 Glacier Hwy Juneau AK 99801-7909</p>	<p><b>Physical Address:</b> AKDOT/PF ROW 4111 Aviation Drive Anchorage AK 99502-1058</p>	<p><b>Physical Address:</b> AKDOT/PF ROW 2175 South University Ave., #2 Fairbanks AK 99709-4910</p>

*Please Print or Type*

Applicant's Name and Complete Mailing Address		Phone:
Applicant's Email Address:		Fax:
Contact Person's Name and Complete Mailing Address	Phone:	
Contact Person's Email Address:	Fax:	
Business License # ( <i>for businesses only</i> )		
Permit Activity Location (Include all routes that will be affected)		
Reason for Permit (Also describe the proposed use of the highway right-of-way including the location of the right-of-way, described by its centerline stationing on the particular highway)		
Start Date for Lane Closure:	End Date for Lane Closure:	
Schedule details (start times, end times, days of the week, exceptions, continuous or daily operation):		
Traffic Control will be provided by:		
24-hour Traffic Control contact person:		
Phone:	Fax:	
<b><i>Applicant's Certification</i></b>		
I acknowledge that I am acting on behalf of the applicant with the full authority to do so. I further acknowledge and accept that the above-named applicant shall comply will all the conditions that the Department of Transportation and Public Facilities includes as part of the permit.		
Signature _____	Date _____	

**ADMINISTRATIVE CODE**  
**Title 17 -- Chapter 20**  
**Excerpts Relating to Lane Closure Permits**

**17 AAC 20.017. LANE CLOSURE PERMITS.** (a) A person who wishes the use of a highway right-of-way for access to, or construction and maintenance activities related to, physically contiguous land during the construction, alteration, or maintenance of improvements, or to allow access to utility facilities for which a permit has been issued under 17 AAC 15, may apply to the department for a lane closure permit by submitting a completed lane closure permit application to the department representative specified on the application together with a nonrefundable \$100 application fee. An application must be completed and signed by the applicant and must include the following:

- (1) a description of the proposed use of the highway right-of-way including the location of the right-of-way, described by its centerline stationing on the particular highway;
  - (2) the duration of the proposed lane closure;
  - (3) a traffic control plan that considers the risks to the traveling public and to any individuals occupying the right-of-way under the permit for the purposes specified, and the steps that will be taken to protect these individuals and the traveling public from the identified risks;
  - (4) if the highway right-of-way sought to be occupied lies within a municipality, documentation that the applicant has sought each permit or authorization, if any, that the municipality requires for the activity.
- (b) The traffic control plan prepared under (a)(3) of this section shall be prepared and implemented in accordance with the relevant provisions of the Alaska Traffic Manual, adopted by reference in 17 AAC 20.950.
- (c) Within 30 days after the date that the department receives a correctly completed application submitted under (a) of this section, the department will review the application and send a written determination to the applicant informing that person whether the department will grant the request for a lane closure permit. The department will grant the request if the department determines that the proposed activity will not pose an unreasonable risk to the traveling public, public safety, or any individual occupying the right-of-way under the permit for the purposes specified.
- (d) An applicant aggrieved by the denial of a permit under this section or permit conditions imposed under (e) of this section may appeal under 17 AAC 85.
- (e) The department may issue a lane closure permit subject to conditions that the department considers to be in the state's best interest or to be necessary to protect the traveling public, including the following:
- (1) the applicant must erect upon the highway temporary barriers of a type and at locations that the department considers will best protect the public;
  - (2) the applicant must post signs, warning devices, or notices of any lane closure; those signs, warning devices, or notices must be of a type, and must be placed at locations that the department considers will best protect the public;
  - (3) the applicant must post signs for the direction of traffic; those signs must be of a type, and must be placed at locations that the department considers will best protect the public;
  - (4) the applicant must assign a flagger as the department considers necessary to warn, detour, or direct traffic on the highway;
  - (5) the applicant must take any additional steps that the department considers necessary to maximize safety for individuals in the highway right-of-way under the permit and the traveling public while minimizing delay to the traveling public;
  - (6) the applicant must agree to provide, consistent with state law, proof of insurance in a form and amount acceptable to the department to provide indemnification as described in (7) of this subsection, with the state and its officers, agents, and employees listed as additional insureds;
  - (7) the applicant must agree to indemnify and hold harmless, consistent with state law, the state and its officers, agents, and employees for any third-party claims arising from the permitted activity;
  - (8) the applicant must agree, consistent with state law, to waive any claims it may have against the state and its officers, agents, and employees arising from the permitted activity.

**LANE CLOSURE PERMIT CONDITIONS**  
**APPLICABLE TO THIS PERMIT IF THERE IS AN “X” IN THE “REQUIRED” COLUMN**  
**AT THE TIME THE PERMIT IS PREPARED FOR YOUR SIGNATURE**

Required	Item Name	Paragraph
X	Revocation	This Permit is not a property right but a temporary authorization, revocable by the State.
X	Repair Damaged Items	If you damage any improvements within the state owned right of way, you will be responsible to return them to their previous condition. The Department’s Maintenance and Operations section will inspect and approve the restored improvements. Improvements may include: pavement structures, sidewalks, curb and gutter, pathways, driveways, signs, traffic markings, guardrail, delineators, highway lighting systems, traffic signal systems, drainage structures and mailboxes.
X	Hold Harmless	Permittee shall indemnify, defend and hold harmless the State, and its officers, employees, and contractors, from any and all claims or actions resulting from injury, death, loss, or damage sustained by any person or personal property resulting directly or indirectly from Permittee’s use of or activities in the permitted area.
X	Waiver of Claims	Permittee shall waive any claims it may have against the State and its officers, agents, and employees arising from the event.
	Insurance	Provide, consistent with State law, proof of insurance in a form and amount acceptable to the department to provide indemnification as described above, with the State and its officers, agents, and employees listed as additional insureds.
X	Highway Interference	If your use interferes with the public’s safety and/or use of facilities within State owned right of way, you will be directed to adjust or remove your traffic control.
X	Permit on Site	A copy of this permit must be on site. If any of the conditions of this permit are violated, the State reserves the right to require the removal of all activities from the area.
X	Emergency Vehicle Access	PROVIDE EMERGENCY VEHICLE ACCESS AT ALL TIMES.
X	Traffic Control Plan Responsibility	Implement the traffic control plan and maintain traffic control devices in accordance with the Alaska Traffic Manual and any provisions and conditions noted.
X	Sign Layouts	All sign layouts shall conform to the Alaska Sign Design Specifications.
X	Special Signs	Fabricate special signs from engineering grade reflective sheeting on either sheet aluminum or plywood panels.
X	Sign Visibility	Adjust sign locations in the field to provide adequate separation from existing signs. All signs shall be visible.
X	Remove Devices	Remove all traffic control devices when no longer needed.
X	Clean-Up	Permittee shall clean up litter or debris generated as a result of this permit.
	Temporary Barriers	Erect upon the highway temporary barriers of a type and at locations that the Department considers will best protect the public.
	Posting of Signs, Warning Devices, Notices	Post signs, warning devices, or notices of any lane closure, of a type and at locations that the Department considers will best protect the public.
	Posting of Signs for Direction of Traffic	Post signs for the direction of traffic, of a type and at locations that the Department considers will best protect the public.

	Flaggers	Assign one or more flaggers, as the Department considers necessary, to warn, detour, or direct traffic on the highway.
	Maximizing Safety/Additional Steps	Take any additional steps that the Department considers necessary to maximize safety for event participants and the traveling public while minimizing delay to the traveling public.
	Traffic Control Plan Preparation	Traffic control plans shall be prepared by an ATSSA or IMSA certified worksite traffic supervisor.
	Traffic Control Plan Implementation	Traffic control plans shall be implemented under the direction of an ATSSA or IMSA certified worksite traffic supervisor.
	WTCS Listing	Certified worksite traffic supervisors can be found through most telephone books under headings including: traffic, road building contractors, and paving contractors. Or you may contact ATSSA at 1-800-272-8772 or IMSA at (315) 331-2182 for a listing of certified individuals.
	Class T Signs	Class "T" signs, as designated in the Alaska Sign Design Specifications, shall be used.
	Road Closure Public Notice	Provide a public notice when your work requires a complete road closure. Public notice shall consist of a one-sixteenth-page advertisement in the local newspaper. Run the ad starting two-five days prior to the closure and for its duration. Ad preference shall be for the local news section, and shall exclude the classified section. The ad shall include: a map, traffic routing information, effective dates, and your name and telephone number. The telephone number may be to a prerecorded message with current roadway status.
	Information People	Station information people wearing orange vests at each point of road closure. They shall inform motorists of the closure and expected delays. They cannot flag traffic and have no authority to stop or slow traffic.
	Any Event - Designated Lane	Delineate a separate lane on the right side of the roadway using traffic cones for the event participants.
	Walk/Run Event - No Lane Designated	Event participants shall travel along the left side of the roadway facing traffic if a separate lane is not delineated.
	Crossing Guards	A roadway crossing guard is required when an event route crosses a roadway that is not controlled by traffic control devices. Roadway crossing guards shall wear orange safety vests and assist participants in safely crossing the roadway. They cannot flag traffic and have no authority to stop or slow traffic.
	Traffic Control Devices	Traffic control devices are not required for construction more than 2 feet behind curb, or farther than 15 feet beyond the shoulder.