

Town of Bow Mar Event Road Closure Policy

Introduction

Road closures in the Town of Bow Mar, Colorado, are occasionally allowed for events or requests by residents. This plan outlines the procedures for proposing, approving, and implementing road closures to ensure minimal disruption to residents while maintaining public safety. All road closures must be approved by the Town of Bow Mar Trustees and adhere to the timelines and processes specified in this document.

Section 1: Purpose and Scope

The purpose of this plan is to:

- Provide a clear process for submitting, reviewing, and approving road closures for neighborhood events
- Ensure effective communication with residents and stakeholders.
- Minimize traffic disruptions and maintain safety during road closures.

This plan applies to all residents and organizations proposing road closures within the Town of Bow Mar limits. This policy does not apply to road closures for the purposes of conducting excavation or other work within Town rights-of-way.

Section 2: Submission Guidelines

1. Timeline for Submission:

- Proposals must be submitted no less than 45 days and no more than 75 days before the proposed date of closure.
- Submissions outside this window will not be considered unless in cases of emergencies or unforeseen circumstances.

2. Required Information: All road closure proposals must include the following details:

- **Applicant Information:** Name, organization (if applicable), contact information.
- **Reason for Closure:** Description of the purpose of the event.
- **Location and Duration:** Specific roads affected, start and end times, and alternate routes.
- **Traffic Management Plan:** Outline of how traffic will be rerouted or controlled.
- **Resident Impact:** Description of anticipated impacts on local residents.

- **Public Safety Measures:** Plans to ensure emergency vehicle access and pedestrian safety.

3. Submission Process:

- Proposals must be submitted to the Town Clerk's Office in person, via mail, or through the designated online portal.
 - A non-refundable \$100 processing fee must accompany the submission.
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Section 3: Approval Process

1. Initial Review:

- The Town Clerk's Office will review the submission for completeness and compliance with guidelines. Incomplete submissions will be returned to the applicant.

2. Trustee Approval:

- Completed proposals will be presented to the Town of Bow Mar Trustees at a regularly scheduled meeting.
- Trustees will evaluate the proposal based on safety, community impact, and necessity.
- The Trustees may request modifications or additional documentation before granting approval.

3. Notification of Decision:

- The applicant will receive written notification of the Trustees' decision within 7 days following the meeting.
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Section 4: Implementation of Road Closures

1. Resident Notification:

- Approved road closures must be communicated to residents at least 7 days in advance.
- Notifications should include:
 - Closure details (date, time, location).
 - Detour routes and alternate access points.
 - Contact information for questions or concerns.

2. Traffic Control:

- Appropriate signage must be installed at least 48 hours before the closure begins.
- Traffic control personnel or devices (e.g., cones, barriers) must be in place during the closure.

3. Emergency Services Coordination:

- Notify local emergency services (fire, police, medical) of the closure to ensure unimpeded access.

4. Compliance Checks:

- Town officials may conduct site visits during the closure to ensure adherence to approved plans and safety protocols.

Section 5: Post-Closure Requirements

1. Debriefing Report:

- Applicants must submit a debriefing report within 14 days of the closure's conclusion. This report should include:
 - Any incidents or challenges encountered.
 - Feedback from residents or businesses.
 - Suggestions for improvements in future closures.

2. Restoration:

- The applicant is responsible for restoring the closed area to its original condition (e.g., removing signage, repairing any damage).

Conclusion

The Town of Bow Mar Road Closure Plan provides a structured approach to managing road closures while prioritizing safety, transparency, and community impact. By adhering to the outlined procedures, applicants and town officials can ensure smooth and efficient road closure operations.