

## BURLINGTON COUNTY DEPARTMENT OF PUBLIC WORKS

### DIVISION OF TRAFFIC OPERATIONS

#### CLOSING OF COUNTY ROADS FOR MUNICIPAL EVENTS

##### Concepts of Operations:

The following statement shall be documented or construed as policy for all Municipal Events where the closing of or otherwise the impacting of traffic on any and all Burlington County Maintained Roadways. All approved Burlington County road closures for municipal events shall be enforced by the local municipal Police Departments, the New Jersey State Police and Burlington County Division of Traffic Operations, where it is applicable in order to maintain the safety of pedestrians and other individuals who have a reasonable expectation that the closed roadway for any event is free of any and all motor vehicle traffic when the Municipality / Police have closed the Burlington County roadway in a safe and proper manner.

A safe and proper manner to closing a Burlington County Maintained Roadway is according to the NJ DOT Work Zone Guidelines, the MUTCD Part VI of the latest edition, and the written approval solely from the Traffic Operations / Traffic Engineers Office of the Division of Burlington County Department of Public Works.

In order to close a Burlington County Roadway to all motorized traffic for the purpose of holding a Municipal Event, the municipality or the responsible organization in charge of presenting the event shall complete the following paperwork for approval by Burlington County prior to the event being held:

##### Required Forms / Paperwork:

- 1.) All Municipalities / Responsible Organizations shall complete the Traffic Interference Report (TIR) to the Burlington County Daily Lane / Shoulder Request Form for Municipal Events. A

- copy of the planned detour route and / or a Traffic Control Plan (TCP) and a copy of the Operational Plan for the municipal event from the local Municipal Police Department or the NJ State Police, for their responsible area, shall accompany this specific form.
- 2.) Shall provide a Certified Insurance Certificate to the Burlington County Board of Chosen Freeholders specifically for the applied event(s).
  - 3.) Letter of Indemnification to hold Burlington County Board of Chosen Freeholders harmless for any accidents injuries or illnesses that may occur during the hours of the applied municipal event.

All of the aforementioned paperwork **shall** be received by the Burlington County Traffic Operations Center thirty (30) - days prior to the event being held, **No Exceptions.**

Should the required paperwork fail to be submitted to the Burlington County Traffic Operations and the TCP does not meet the approval of the Traffic Operations Division or the Burlington County Traffic Engineer then no approval for the County road closure shall be given.

All of the required paperwork shall be forwarded to the Burlington County Traffic Operations, 1900 Briggs Road, Mt Laurel Twp. NJ 08054, Phone: 856 - 642 - 3720, Fax: 856 - 642 - 3730.

**I.) Unauthorized Use of Gas Powered Vehicles:**

Once the approval has been granted then the following guidelines shall be administered and enforced by the Municipality at the time of the municipal event.

No gas powered motorized vehicles such as a motorcycle, mopeds, gators, trollies or gas powered golf carts or any other type of recreational gas powered vehicle shall be permitted from being operated upon a closed Burlington County roadway for a municipal event. Should the need arise the local Police

authority shall enforce any and all laws of the New Jersey Motor Vehicle Code Title 39 during the course of the event.

**Exceptions:**

Any gas powered vehicle, which is assigned to provide emergency services to the municipality and its citizens and are authorized by the Chief of Police for the municipality or the Station House Commander or his designee to the local NJSP Barracks to assist them in solely performing their duties, such as Office of Emergency Management, Fire / EMS and Police Department personnel are then authorized to operate upon the closed roadway with due caution and in the performance of their job / duties.

At this time electric golf carts may be used during the hours of the event and in the performance of their assigned duties, should the Chief or other local law enforcement official or his designee authorize their use.

Should the use of electric golf carts, horse drawn carriages or any other recreational vehicle have authorization from the Municipality or the Municipal Organization responsible for the event shall file both Certified Insurance Certificates and Letters of Indemnification to Burlington County holding Burlington County Board of Chosen Freeholders harmless for any injuries or illnesses incurred during the municipal event, **No Exceptions.**

However, should this provision be abused to the extent that a complaint is received by Burlington County then this exception shall be revoked to the particular municipality by the Burlington County Engineer or the Burlington County Traffic Engineer.

**II.) Consumption of Alcohol:**

Shall the municipality allow the consumption or dispensing of / sale of any type of alcoholic beverage such as beer, wine or any other type of alcohol then the municipality

where the event is being held shall apply to the New Jersey Alcohol Beverage Control (ABC) board for a temporary permit that is issued to the responsible Municipality or Municipal Organization that is holding the event.

The municipality or the municipal organization involved shall also submit a Certified Insurance Certificate and a Letter of Indemnification holding Burlington County harmless during the designated hours of the municipal event.

Should any type of alcoholic beverage, beer, wine or any other type of alcohol be served to the public, sold or consumed by the general public then the municipality shall provide at their own expense either concrete "jersey barriers" or "rhino barriers" filled with water prior to the start of the event and only emptied at the conclusion of the event. These barriers / barricades shall be placed at all the main entrances to the event areas so as to provide a more secure roadway area. These barricades / barriers shall be manned by law enforcement personnel until the conclusion of the event.

### III.) Maintenance of the Burlington County Roadway:

Upon the immediate conclusion of the Municipal Event, the municipality shall clean up all debris and remove all barriers / barricades and all signs pertaining to the road closure, at the municipalities expense and immediately following the event which was held. The Municipality involved shall insure that the Burlington County roadway is in a safe operational order prior to the reopening of the County roadway.

Shall any defects to the roadway be caused by the event or during the event the Municipality shall file a report to the Supervisor at Central Communications at 609 – 265 – 7113 to document it. The Supervisor at Central Communications shall then advise and create an incident report and notify the Division of Roads and Bridges for proper disposition.

The Division of Roads and Bridges shall inspect the defect or incident involved so as to insure that the roadway is in a safe

operational order and that there are no defects to the roadway surface, traffic signs / signals or roadway striping where the event was held.

Any damage that was incurred during or as a result of the Municipal Event shall become the responsibility of the Municipality or the responsible Organization who initially applied to hold the event for the repair of the damage incurred.