

Town of Bethel  
19 Main Street PO BOX 1660 Bethel, Me 04217  
207-824-2669/Fax 207-824-3355

**Town of Bethel Road Closure/Road Usage Application      Date:**

**APPLICANT INFORMATION**

Business Name:  
Address:  
Contact Number:  
Email Address:  
Day of event contact person name and phone number:

**CLOSURE/USAGE INFORMATION**

Event Location (Example: **Street Name:** Main Street **between** Cottage Street **and** Church Street)

Street Name:                                      **Between**                                      **And**  
Date of Event:                                      **Start Time:**                                      **End Time:**

Street Name:                                      **Between**                                      **And**  
Date of Event:                                      **Start Time:**                                      **End Time:**

Please attach a diagram of the road closures/road usage request.  
Please attach the Traffic Safety Plan (see Maine DOT Road Closure Brochure).

**CLOSURE CHECK LIST**

- Sheriff's Department Notified 1-800-733-1421
- Bethel Fire Department and Bethel Ambulance Service Notified 207-824-2669
- Maine Department of Transportation notified if the road is a state road 207-624-8200

**SELECT BOARD AUTHORIZATION**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

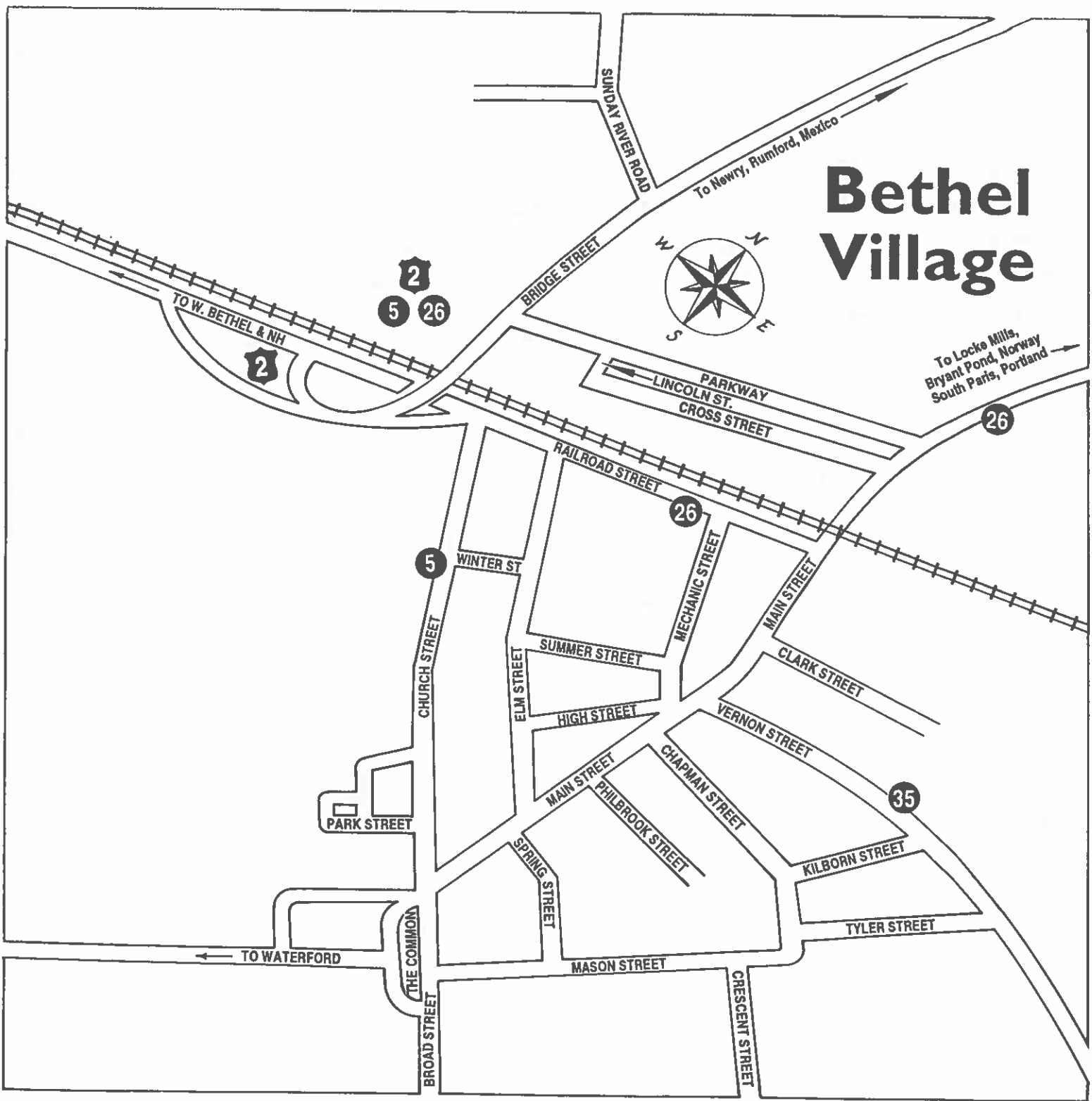
Accepted \_\_\_\_\_ or Denied \_\_\_\_\_      Date:

The Town of Bethel requires that a **request for road closure be made 30 days prior to the closure date** to ensure enough time to notify the public and area businesses.

**APPLICANT SIGNATURE**

Signature of Applicant:                                      Date:

# Bethel Village



TO W. BETHEL & NH  
2  
5 26

SUNDAY RIVER ROAD  
To Newry, Rumford, Mexico

To Locke Mills,  
Bryant Pond, Norway  
South Paris, Portland

PARKWAY  
LINCOLN ST.  
CROSS STREET

5

26

26

35

TO WATERFORD

PARK STREET

THE COMMON  
BROAD STREET

WINTER ST

ELM STREET

SUMMER STREET

HIGH STREET

SPRING STREET

MASON STREET

MAIN STREET

PHILBROOK STREET

CHAPMAN STREET

VERNON STREET

KILBORN STREET

TYLER STREET

CRESCENT STREET

BRIDGE STREET

RAILROAD STREET

CHURCH STREET

MECHANIC STREET

MAIN STREET

CLARK STREET

**Changeable Message Signs** are limited to eight characters per line (including spaces and punctuation marks) and three lines per screen. Drivers should be able to read the entire message twice before passing it, so messages should be limited to two screens. The messages are to advise the public of traffic conditions, NOT to advertise non-traffic events. The wording is determined by national and state standards.

The following are acceptable traffic messages.



The following messages would NOT BE PERMITTED since they are promotions.



These signs are considered "deadly fixed objects" and should be placed so that exposure to traffic is minimized. Time permitting, MaineDOT can review proposed sign locations.



MaineDOT wants to help municipalities plan for road closures in a way that minimizes disruption and enhances safety for motorists and pedestrians. Please share this brochure with event organizers and municipal officials so that everyone in your community is aware of the many factors involved in planned road closures.



Please notify the Region Traffic Engineer's office to ensure that the department has advance warning of closures lasting longer than 20 minutes. It is also important to provide specifics about the detour route in case there are planned construction activities along that route.

Thank You!

Scarborough 207-885-7000  
 Augusta 207-624-8300  
 Dixfield 207-362-4228  
 Bangor 207-944-4300  
 Presque Isle 207-764-2060

[www.mainedot.gov](http://www.mainedot.gov)



7/15/16



**ROAD CLOSURE**  
 When a "Special Event"  
 in your community  
 requires a planned  
 road closure



Communities across Maine often have reason to celebrate with parades, bike races, festivals and fairs. Special notifications must take place when a committee or organization requests that a state road be closed for more than 20 minutes. Here's some guidance to ensure that planned road closures, on state or state-aid roads, can happen safely, conveniently and legally.

A "law enforcement officer" is the ultimate authority prior to, during and after any community event. If a municipality has no police department and the county or state police are not available, then the municipal officers should enact a traffic ordinance specific to road closures.

In cases involving an interstate ramp closure, the following are mandatory:

- Council/Selectmen sign-off;
- Local fire, safety and police sign-off;
- State Police sign-off.

In cases of a planned road closure greater than 20 minutes, a Closure Plan or Traffic Control Plan should be developed and shared with MaineDOT's Region Traffic Engineer.

The plans should be developed by the municipality or, in areas with no town government, by the county commissioners.

**Closure Plan-** The Closure Plan should be in writing and should include the time and date of the event, as well as the names and phone numbers of emergency and law enforcement contacts. A Closure Plan should also include a "Plan of Action" that indicates specific times of set up & removal of signage, an explanation of how emergencies will be handled, and a list of emergency vehicles that will be on site. The closure plan must be:

- Approved by the municipality (council, selectmen, manager or administrator);
- Approved by law enforcement (local, county or state);
- Shared with MaineDOT's Region Traffic Engineer.

**Traffic Control Plan-** A Traffic Control Plan is a required part of a Closure Plan. The Traffic Control Plan should ensure the safety of all road users: motorists, bicyclists and pedestrians, including those with disabilities.

A Traffic Control Plan may be requested even if there is not a full closure greater than 20 minutes. For example if there is a lane closure and traffic is being detoured, a Traffic Control Plan will be requested. The plan should include:

- Specifics about the trained personnel who are needed to oversee both on-site traffic control and the detour traffic control.
- Detour signs that direct motorists from the closure and then back to the opposing side of the closure.
- Changeable Message Signs (CMS) may be requested for closures lasting longer than 60 minutes, and on roads with an average annual daily traffic volume of more than 10,000 vehicles per day. The Region Traffic Engineer will determine when they are needed. The event organizer is responsible for CMS rentals.



**Advance Notice-** Public outreach should take place at least five days prior to a closure and is the responsibility of the organization sponsoring the event. In addition to promoting the event to participants, the event should be promoted to motorists.



Suggested methods for notifying motorists include:

- Local media.
- Event posters (including maps, dates and times) that are placed at municipal offices and other businesses along the route.
- Stationary Advanced Warning Signs indicating that there is a road closure ahead. If possible, signage should be placed far enough in advance so drivers are not "trapped" by the closure.
- Changeable Message Signs (CMS) that should be up and running at least one week in advance of the event to adequately notify the public. The event organizer is responsible for renting message boards and MaineDOT should be consulted about placement.