

**WAUPACA COUNTY HIGHWAY DEPARTMENT (WCHD)
REQUEST FOR ROAD CLOSURE/DETOUR OF A COUNTY HIGHWAY**

The WCHD Highway Commissioner may temporarily grant permission to a municipality or other group (applicant) to close/detour a county highway for a special event. Applications should be submitted at least 30 days prior to the scheduled event. Permission may be granted subject to the following conditions:

- If time permits, notice of the intended detour shall be carried in the local newspaper.
- The applicant shall assume full responsibility and liability in regards to the temporary closure/detour.
- The applicant shall be fully responsible for all necessary signing and flagging of the detour/closure and must submit a "Traffic Control Plan" (TCP) with the application. If the applicant cannot prepare a TCP the WCHD will prepare one at no cost.
- The county highway will be opened to its original or better condition, or restoration provided for.
- The highway shall be closed for the shortest time possible.

Municipality/Organization: _____

Address: _____ Phone: _____

Agent: _____ Email: _____

Signature: _____

Proposed road closure location: _____

Proposed detour route (**attach map or show road closure and detour routes on a separate sheet of paper**): _____

Reason for proposed closure: _____

Date(s) and hours of detour: _____

See reverse side of this permit for any additional requirements.

Applicant to sign detour _____ WCHD to sign detour _____ TCP attached to permit _____

Approved: _____ Date: _____
Casey Beyersdorf, Highway Commissioner

Permit: _____