



TEMPORARY ROAD CLOSURE PROCEDURE

Requests for construction-related temporary street closures throughout the City of Celina must be submitted to the Engineering and Public Works Department at least seven calendar days prior to the date for which the closure is needed. This process is used to inform the Police Department, Fire Department and Emergency Medical Services, other impacted Cities (if applicable) and the general public for planning purposes as well as to ensure that the correct street barricading procedures are followed for the safety of pedestrians and vehicular traffic.

Information required in the letter for all street closures is as follows:

1. If not associated with an approved development construction plan set a Utility Installation Permit must be completed.
2. Purpose of closure.
3. Names of streets to be closed and the names of the cross streets that they intersect.
4. Dates and times of beginning and ending of closure.
5. A person's name, telephone number, and address as a contact for future information if necessary.
6. Approved Traffic Control Plan (TCP).
7. Name of the barricade company which will provide barricades for the event (Please note that barricades must comply with the Texas Manual on Uniform Traffic Control Devices).
8. Public Outreach by Responsible Party
 - a. Jessica Matehuala, jmatehuala@celina-tx.gov
 - i. City Website
 - ii. Facebook
 - iii. Twitter
 - b. Catherine Oduro, coduro@celina-tx.gov
 - i. PRIORITY CONTACTS
 1. City Manager – Jason Laumer, jlaumer@celina-tx.gov
 2. Public Safety Director – Mark Metdker, mmetdker@celina-tx.gov
 3. Police – Shea Scott, pdadmin@celina-tx.gov
 4. Fire – Shain Hunn, shunn@celina-tx.gov
 5. Celina ISD – Bill Hemby, billhemby@celinaisd.com
 6. Public Works-Alan Fourmentin, afourmentin@celina-tx.gov
 7. Celina Post Office
 - i. Cynthia Osterman, Cynthia.r.osterman@usps.gov
 - ii. Natalie Lee, Natalie.a.lee@usps.gov
 8. Progressive Waste Solutions - Jeff Morley, jeff.morley@progressivewaste.com
 9. Subdivision HOA or Property Management Groups
 - ii. IF APPLICABLE CONTACTS
 1. Collin County – Jon Kleinheksel, jkleinheksel@co.collin.tx.us
 2. Denton County – Mike Simmons, Mike.Simmons@dentoncounty.com
 3. City of Prosper – Hulon Webb, HWebb@prospertx.gov
 4. Prosper ISD – Jody Woolverton, jswoolverton@prosper-isd.net
 5. Prosper Post Office – Jim Spradley, jim.c.spradley@usps.gov
 6. TxDOT – Brenan Honey, Brenan.Honey@txdot.gov
 7. BNSF – Chris Vega, Christopher.Vega@BNSF.com

Please contact Engineering Department at 972-382-2682 x1082 to request a temporary street closure permit.