



Nassau County Engineering Services Department
96161 Nassau Place
Yulee, Florida 32097

Road Closure Policy

1. Submit a written request to the Public Works Director for the road closure. In the request you must explain the following:
 - a) Why the road needs to be closed and the duration of the closure?
 - b) What are the benefits to public for closing the road?
 - c) Include a draft detour plan.

After the road closure request and draft detour plan have been approved, the following information shall be submitted to the Nassau County Engineering Services Department for review and approval.

2. Submit to Nassau County Engineering Services Department: A Maintenance of Traffic (MOT) Plan that was prepared by or approved by Florida Advanced Maintenance of Traffic (AMOT) certified personnel referencing the latest editions of the Florida Department of Transportation (FDOT) Design Standards Section 600 and the Manual on Uniform Traffic Control Devices (MUTCD). These plans shall include the Worksite Traffic Supervisor as per the latest edition of the FDOT Standard Specifications for Road & Bridge Construction Section 105-8.3. Variable Message Boards (VMB) will be required and shall be installed 7 days prior to the detour taking place and remain throughout. Any signed detour that will be within FDOT Right-of-Way (or on portions thereof) shall have prior FDOT approval.

A Maintenance of Traffic Plan proposing a change to any approved documents, including contract documents and approved construction plans must be signed and sealed.

3. Provide a public notification advertisement to an approved local newspaper. To appear no less than fourteen (14) days prior to the scheduled closure. Submit the draft notification to Nassau County Engineering Services for review and approval prior to advertising. This notification will clearly describe the name of the project and contractor, scope of the detour, scope of construction, the name of all roads that will be affected, official detour routes, duration of closure and the Worksite Traffic Supervisor's telephone number. Attach a diagram showing the surrounding area and detour routes. Diagram must be clear and depict road names and route direction. The size of advertisement in newspaper shall be a minimum of 2 columns wide by 12 inches long (tall) or one fifth (1/5) of a page with a minimum of 24 point font for the heading and 10 point font for the body and detour plan. Flyers with the same information may be required. With the Engineering Services Department's written approval, local roads may not require publishing of the advertisement in the paper; however, all other criteria must be adhered to.



4. Submit notification to the following departments and agencies prior to the road closure. A confirmation of notification to the Engineering Services Department must be provided prior to road closure.

- Nassau County Sheriff's Office:
 - o Ricky A Rowell, TAC
Phone - (904) 548-4000
Fax - (904) 225-5737
Email -rickyr@nassauso .com
 - o L. Rene Graham, Lt.
Phone - (904) 548-4028
Fax - (904) 548-4128
Email -lrgraham@nassauso.com
- Nassau County Emergency Management:
 - o Martha Oberdorfer
Phone - (904) 548-4094
Fax - (904) 548-4194
Email -mlwagaman@nassauso .com
- Nassau County Fire Department:
 - o Scott Hemmingway
Phone - (904) 530-6600
Fax - (904) 321-5748
Email -
[shemmingway @nassaucountyfl.com](mailto:shemmingway@nassaucountyfl.com)
- Nassau County School Bus Transportation:
 - o Evelyn Mickey
Phone - (904) 225-0127
Fax - (904) 255-9404
Email -[mckieev@nassau.k12 .fl.us](mailto:mckieev@nassau.k12.fl.us)
- Nassau County Road & Bridge Department:
 - o Jennifer Kirkland
Phone - (904) 530-6175
Fax - (904) 530-6901
Email -jbeayer @nassaucountyfl.com
- Nassau County Manager's Office
 - o Sabrina Robertson
Phone - (904) 530-6010
Fax - (904) 321-5784
Email - SRobertson@nassaucountyfl.com
- United Postal Service (Yulee)
 - o Cassandra Mitchell
Phone - (904) 225-5331
Fax - (904) 225-9733
Email - cassandra.t.mitchell@usps.gov
- United Postal Service (Fernandina)
 - o EdwinLang
Phone - (904) 491-8102
Fax - (904) 277-7947
Email -edwin.p.lang@usps .gov
- United Postal Service (Callahan)
 - o Kim Vojtech
Phone - (904) 879-2131
Fax - (904) 879-6737
Email -kim.k.vojtech@usps.gov
- United Postal Service (Hilliard)
 - o Heather Ackerman
Phone - (904) 845-2151
Fax - (904) 845-7738
Email -heather.r.ackeonan@usps.gov

Depending on the location of the project/detour, notification to other agencies may be required.



5. Signage will be in place prior to road closure. They will be bagged/covered until needed. VMBs, will be installed and operating a minimum of seven (7) calendar days prior to any closure/detour.

6. Visual inspection of the VMB by the Engineering Services Department is required at installation or relocation. Visual inspection of all road/detour signage shall be accomplished prior to road closure. Contact Engineering Services 48 hours prior to installation for inspection.