

Thomas S. Wolf, P.E.
City Engineer
117 E. Main St.
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Jackson, Tennessee 38301



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Permission to Temporarily Close Road Procedures for EVENTS

Revised 08/31/2022

1. All Temporary Road Closures shall be approved by the City of Jackson's Engineering Department located at 117 E. Main Street, Suite 206 Jackson, TN 38301, 2nd floor at City Hall. Office number is 731-425-8221. Fax number is 731-425-8209. To e-mail your request, please e-mail Syble Emison at semison@jacksontn.gov.
2. Applicant must complete "Permission to Temporarily Close Road for Events" forms. See attached permission form.
3. All plans for closing lanes or entire **state routes** within the City Limits of Jackson, Tennessee, shall be submitted to the Tennessee Department of Transportation (TDOT) **30 days prior to the closure date** for review of any conflicts with TDOT operations. **Contact the Tennessee Department of Transportation (TDOT) office of Jason Moody at 731-935-0183, or Scott Pate at 731-935-0100.** State routes in the City Limits are Highland Avenue, Hollywood Drive, Airways Boulevard, Chester Street, Highway 70 (east side), 45 Bypass, North Parkway and I-40. **(Note: I-40 and US-45 Bypass are under sole TDOT jurisdiction.)** However, applicants are still required to obtain a permit to temporarily close road from the Engineering Department for the City of Jackson.
4. If you want to schedule your event in downtown Jackson, applicant must first contact Jackson Downtown Development Corporation (JDDC) to schedule the event on their calendar of events to ensure availability of the date and location downtown. Contact Beth Ann Simpson at bethann@downtownjacksontn.com or call the office at (731) 313-7723. Visit Jackson, TN (Tourism) has a calendar of events to verify competing events. You may submit a request online to be included in the monthly calendar at <https://jacksontn.com/tourism/#tourism-submitEvent>.
5. **Cones or barrels are no longer acceptable barriers to block off streets for a temporary road closure at all events. Event holders are required to have manned police vehicles, or a fire truck or bucket truck to block all intersections. No other substitutions are allowed for traffic control. Event holder shall provide proof of said traffic control to the Engineering Department.**

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- 6. All road closures for EVENTS that support a crowd of people in the street are **NOW required** to have Police Department presence at the intersections of the closure to enforce “obedience to any required traffic-control device.”**

Effective October 1, 2022, Extra Duty Solutions (EDS) will be handling the administration of the extra duty details worked by the Jackson Police Department. Before the Engineering Department approves the temporary road closure for any event, you shall contact EDS at <https://extradutysolutions.com/app/jackson-extra-duty-detail-application/>. You can also call EDS at 731-298-0586 or email at

JacksonTN@ExtraDutySolutions.com with any questions. EDS will handle all invoicing and payments. Once Engineering receives confirmation from the EDS or the Police Department, only then will the temporary road closure be considered for approval by the City Engineer.

Please note, any events serving alcohol shall be reviewed and approved by the City's Beer Board. It normally takes a minimum of 30 days to be scheduled on the monthly meeting calendar for review. You will need a “special events” permit even if your business has a beer permit. Contact Revenue at 731-425-8211 to obtain more information. (see #10)

7. Applicant shall complete the road closure request form and provide as much information about the closing as possible. Additional information may be requested.
8. Applicant shall send maps of alternate traffic routes depicting signage/barriers and all other traffic control items to be used during the closure.
9. We require at the minimum a **seven (7) business day advance notice** prior to the road closure. All completed paperwork SHALL be turned in before the 7 day deadline to avoid denial of request.

10. All applicants requesting a temporary road closure are required to submit a **“Certificate of Insurance”** for General Liability coverage in the aggregate amount of \$1 million, which is \$300,000 in Property Damage and \$700,000 in Bodily Injury and Auto Liability insurance in the amount of \$1,000,000.00. All “Certificates of Insurance” shall clearly state “The City of Jackson is additional insured” for general and auto liability.

For all events, if beer/alcohol is served or sold, you shall apply for a beer permit and shall be approved by the City of Jackson’s Beer Board prior to the event. For more information on beer permits, contact the Revenue Dept. at 731-425-8211. If you obtain a beer permit, you are required to have Liquor Liability “Certificate of Insurance” in the amount of \$2 million.

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11. Once the City Engineer approves the temporary road closure, we will fax or email a copy to the applicant.
12. Once the City Engineer approves the temporary road closure, we will send out an email to "TempRoadClosureGrp", which includes City Police & Fire Departments, schools, school bus garage, ambulance authority, City & County Mayors, Sheriff Department, Media, etc. for public notice of the road closure.
13. Failure to comply with any of the rules for permission to temporarily close a road within the Jackson City Limits shall be subject to denial of the road closure by the City Engineer.

NOTE: The Police Department shall handle all events that require people to be on the streets for a period of time, such as parades, 5k/marathon runs, event walks, bicycle rides, etc. These events normally do not require a temporary road closure. Contact the Police Department's Sgt. Christopher Chilcote at 731-425-8176 or email him at cchilcote@jacksontn.gov. Police Department issues permits only for police escorts during these types of events.

**PERMISSION TO TEMPORARILY CLOSE ROAD FOR EVENTS
ENGINEERING**

117 E. Main Street, Suite 206
Jackson, Tennessee 38301

Requested by: _____

Phone: _____

Requested Street(s) To Be Closed:		FROM (Intersecting St)		TO (Intersecting St)	
1					
	How many lanes:		Date/Start Time		Date/End time:
2					
	How many lanes:		Date/Start Time		Date/End time:
3					
	How many lanes:		Date/Start Time		Date/End time:
4					
	How many lanes:		Date/Start Time		Date/End time:

Note: We require at least seven (7) days notice prior to event. Notice is also needed for extension of road closure.

Purpose of Closing: _____

The undersigned event organizer and its insurer shall fully indemnify, hold harmless the City of Jackson from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs and expenses (including but not limited to reasonable attorney's fees and costs), whether or not involving a claim, which arise out of or relate to any act or omission by said event holder, its participants, or its insurer. Said organizer also agrees to provide a certificate of insurance or additional insured endorsement naming the City of Jackson Tennessee as additional insured.

Note: Event Organizer will assume all liability for duration of the event.			
Event Name:			
Contact Person:		Contact Phone #:	
Contact Address:			
Group Name:		Email address:	
**SIGNATURE:			

Check items that apply:

Traffic Control:

Signage:

Volunteers:

Traffic Cones:

Flaggers:

Cert. of Ins.

Comments By Engineering Department: _____

Approved By Engineer: _____

Denied by City Engineer: _____

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ROAD CLOSURE REQUEST CHECK LIST

All items must be submitted at least 7 business days prior to event. Most events will require a minimum of **45 days** for event holder to have all documents prepared and submitted for approval.

- Completed “**Permission to Temporarily Close Road**” form

- Certificate of Insurance** naming the City of Jackson as additional insured

- Traffic Control Plan** (contact Police Department/EDS)

- Map** showing streets involved in request and proposed areas of closure

- “**Special Events**” permit obtained from City of Jackson Revenue Department **if serving alcohol**. This is **in addition to** any beer/alcohol permits & licenses currently held by business owners.

It is the responsibility of all event holders to confirm submission of documents*. Review **Road Closure Procedures** for detailed instructions.

*Submission of documents does not guarantee approval.