



Traffic Guidelines Manual

ORIGINATOR State Traffic Engineer		2-10-1
CHAPTER 2	Signing	
SECTION 10	Special Events	
SUBJECT 1	Special Events (Detour Permitting)	

A. Purpose

This policy establishes the signing policy for special events located on the highway right-of-way that result in a closure of the roadway. The roadway closure would necessitate the detouring of traffic on to other roadways.

If a road closure or detour is not needed for an event, but short-term activities will be occurring on the highway with live traffic, then refer to TGM 2-10-2.

B. Authority and Approval Process

[Section 84.07\(4\)](#) establishes the conditions under which a city or village *may* detour State Trunk Highway traffic:

"Except in the case of emergency, no city, village or town **shall** obstruct any street over which any State Trunk Highway is marked, unless it first makes arrangements with the Department for marking a detour."

This provides the statutory basis for the issuance of detour permits. The arrangements with the Department must be documented in a detour permit.

The Region Traffic Engineer or designee has the authority to make decisions with regard to requests for permits to temporarily close or obstruct a street carrying the marked route of a state highway, or to detour the marked route of a state highway. Those decisions are subject to the conditions established in this policy. Permits **shall only** be issued only to a municipality upon formal request from its governing body and **shall not** be issued to individuals or non-governmental organizations. All closures and restrictions require approval by the Regional Traffic Engineer (RTE) via the Lane Closure Planning System.

This policy **shall** also apply to Connecting State Highways as it is critical for WisDOT to review these requests for coordination with the Lane Closure System, 511, OSOW, etc.

C. Policy

Applications for permits and the approval thereof **shall** be made in writing on the standard form provided for the purpose (DT1479, copy appended), with such attachments as are necessary, such as a map. When a permit application is denied, the denial *should* be in writing with a letter of explanation to the applicant.

In all instances, the Region must be satisfied that traffic on the state highway route will not be unduly inconvenienced and that an adequate detour will be provided.

The municipality **shall** agree to accept the terms and conditions of the permit as specified by the Department. Refer to Figure 1 for the Permit Application by Municipality For Permission To Detour State Trunk Highway Traffic (DT1479 form).

The Region *may* impose additional reasonable requirements or restrictions to the permit as are necessary for the particular circumstances of that permit.

Requests to temporarily close a road for special events *may* be considered subject to the considerations listed. These types of special events include parades, celebrations, street fairs, races, movie or television production, and other activities officially supported by the municipality.

1. Closures **shall not** be allowed during peak traffic periods, as determined by the Regional Traffic Section.
2. The duration of road closure *should not* exceed four hours. When a closure is necessary for an event, the duration *should* be determined based on when the last event participant has cleared the roadway.
3. A plan for traffic control and detour, and documentation of the means to implement it, *should* be submitted to the WisDOT Region Traffic Engineer for review at least 90 calendar days in advance of the event.
4. A detour **shall** be required. Motorists **shall** be guided through the detour by signs and/or law enforcement personnel.
5. A detour permit application (Form DT1479) **shall** be completed.
6. All traffic control and detour signs **shall** be in conformance with the standards established in the Wisconsin Supplement to the MUTCD and the Federal Manual on Uniform Traffic Control Devices (MUTCD).
7. The requestor **shall** notify appropriate media, emergency services and affected schools five (5) days prior to the detour.
8. The WisDOT Region Traffic Engineer *should* notify the Region Communications Manager of the Special Event once the DT1479 form has been completed and signed.

9. All road closures and detours **shall** be coordinated with the State Patrol and/or the local law enforcement agency. The coordination **shall** be documented by the requestor.
10. The requestor **shall** be responsible for providing adequate traffic control for the duration of the event and effective coordination with law enforcement.
11. The requestor **shall** be responsible for all costs associated with providing the traffic control, law enforcement, and coordination of other services to accomplish the closure consistent with the permit requirements.

FIGURE 1

APPLICATION BY MUNICIPALITY FOR PERMISSION TO DETOUR STATE TRUNK HIGHWAY TRAFFIC DT1479 6/2007 (Replaces ET604) s.84.07(4) Wis. Stats.		Wisconsin Department of Transportation
TO: REGIONAL TRAFFIC SECTION		
Municipality	County	
Area Code – Telephone Number	E-Mail Address	
Name of Street(s) to be Closed <input type="checkbox"/> STH <input type="checkbox"/> USH PROPOSED TEMPORARY ROUTE	Streets Closed Between (Street Name) FROM: TO:	
<input type="checkbox"/> MAP ATTACHED	Date and Duration of Detour Date:	Time: a.m. to a.m.
Reason		
Name and Address to Whom Permit will be Returned		
<p>The above municipality requests permission to close the marked route as described, during which time the municipality will provide temporary route as designated.</p> <p>The municipality agrees to accept the following terms and conditions:</p> <ol style="list-style-type: none"> 1. The municipality shall provide a detour having structural, geometric and traffic control characteristics, which are acceptable to the Region. A detour map which provides street names shall be submitted. 2. The municipality shall furnish, erect and remove signs and markers at the sole expense of the municipality, unless provided for in (3), or unless directed by officers for short routes and short timeframe (less than 3 days). 3. A Detour and Traffic Control Plan shall be submitted to the Region for approval. An example is Standard Detail Drawing 15C2-4C. 4. The municipality shall agree to minimize, as much as practicable, the duration of closure, including providing for assembly and dispersal of parades in areas removed from the state highway route. 5. The municipality shall accept full responsibility for any damage to local roads and streets resulting from closure and detour. 6. The requester shall arrange for adequate traffic control from either WisDOT or the appropriate county, and provide documentation of enforcement coordination. 7. The requester shall notify all media, emergency services and schools, five (5) days prior to the detour. 8. Additional conditions: Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No 		
_____	_____	_____
(Authorized Official Signature)	(Title)	(Date)
Permission is granted to temporarily close the designated segment of state trunk highway and to provide a detour, subject to the stated conditions.		
_____	_____	_____
(Permit Number)	(Approved By)	(Date)