



#### 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 [TEOps 2-10-2](#).**

#### 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** 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.

#### POLICY

Applications for permits and the approval thereof **shall** be made in writing on the standard form provided for the purpose ([DT1479](#)) 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 rout 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 (form [DT1479](#)).

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

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 forma 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

<b>APPLICATION BY MUNICIPALITY FOR PERMISSION TO DETOUR STATE TRUNK HIGHWAY TRAFFIC</b>		Wisconsin Department of Transportation
DT1479 6/2007 (Replaces ET604) s.84.07(4) Wis. Stats.		
<b>TO: REGIONAL TRAFFIC SECTION</b>		
<input type="text" value="Municipality"/>	<input type="text" value="County"/>	
<input type="text" value="Area Code - Telephone Number"/>	<input type="text" value="E-Mail Address"/>	
Name of Street(s) to be Closed <input type="checkbox"/> STH <input type="checkbox"/> USH	Streets Closed Between (Street Name) FROM: TO:	
PROPOSED TEMPORARY ROUTE		
<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"> <li>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.</li> <li>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).</li> <li>3. A Detour and Traffic Control Plan shall be submitted to the Region for approval. An example is Standard Detail Drawing 15C2-4C.</li> <li>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.</li> <li>5. The municipality shall accept full responsibility for any damage to local roads and streets resulting from closure and detour.</li> <li>6. The requester shall arrange for adequate traffic control from either WisDOT or the appropriate county, and provide documentation of enforcement coordination.</li> <li>7. The requester shall notify all media, emergency services and schools, five (5) days prior to the detour.</li> <li>8. Additional conditions: _____ . Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ol>		
_____ <small>(Authorized Official Signature)</small>	_____ <small>(Title)</small>	_____ <small>(Date)</small>
<p>Permission is granted to temporarily close the designated segment of state trunk highway and to provide a detour, subject to the stated conditions.</p>		
_____ <small>(Permit Number)</small>	_____ <small>(Approved By)</small>	_____ <small>(Date)</small>

**2-10-2 Special Events (Roadway Open to Traffic)****August 2013****PURPOSE**

This policy establishes the signing policy criteria for special events that take place on the highway right-of-way. These are special events that can be conducted with the road open to traffic under certain conditions.

**Road closures and detours for special events shall be governed by the guidance in [TEOpS 13-10-1](#) and WisDOT permit form [DT1479](#). Signing for special events off of the state highway system shall be governed by the guidance in [TEOpS 2-10-3](#).**

The department receives frequent requests to use the highway right-of-way for various activities. These activities are typically short-term, readily definable activities that fall in two categories:

1. Roadway or roadside modifications, repairs, or maintenance operations by a local unit of government, or permitted railroad or utility work
2. Certain types of special events, such as marathons, bicycle races, charity walks/runs, filming, etc.

Roadway or roadside operators, including utility work, are regulated under Chapters 90 and 96 of the Maintenance Manual and [WisDOT permit form DT1812](#).

The basis for allowing the use of the highway for these special events is [Wisconsin State Statute 349.185](#), which allows governments in charge of maintaining the highway the authority to regulate community events or celebrations, processions or assemblages on the highways. The word “assemblage” is interpreted to mean that the Department *may* consider activities such as street fairs, bike racing and marathons as legitimate reasons for traffic restrictions, up to and including closing the street and arranging for a detour if the municipality so chooses.

In general, use of the state highway right-of-way for special events will not be allowed unless a legitimate public interest (supported by the Local Government) is served and the activity does not cause safety or capacity problems. Requests for closing and detouring the highway **shall** come from the municipal government. Special event requests that only require temporary traffic restrictions *may* come from the municipality, individuals, private enterprises or a neighborhood community. In the case where the requestor is that other than a municipality, the requestor shall provide a letter from the affected municipalities as proof that the event is fully coordinated with them. Authorization for usage of the highway right-of-way for special events *may* be granted by the WisDOT Region office in the form of a permit, provided all pertinent criteria covered in these guidelines are satisfied. All closures and restrictions on Corridors 2030 roadways require approval by the Regional Traffic Engineer (RTE) via the Lane Closure Planning System.

**DEFINITIONS**

Freeways are defined as divided arterial highway facilities that have fully controlled access at interchanges only. Interstate Highways are freeways with the interstate route designation.

Expressways are defined as divided arterial highway facilities with partially controlled access by a combination of interchanges, at-grade intersections, and driveways.

Conventional Highways are defined as streets or roads other than freeways, expressways, or low-volume roads. They *may* be divided or undivided, two-lane or multi-lane, and access is available at intersections and driveways.

**GENERAL POLICY CRITERIA**

1. This policy applies for special events on the state highway right-of-way that are running concurrent with traffic (no road closure or detour). 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. Special events on the highway right-of-way **shall not** be allowed on freeways, expressways or any roadway with a posted speed above 55 mph.
2. FHWA concurrence is required when the special event is on the Interstate Highway system.
3. The permit **shall** identify that the special event requestor agrees to assume the entire responsibility and liability for all damages or injury to all persons, whether employees or otherwise and to all property, arising out of, resulting from or in any manner connected with the operation of the special event. The requestor **shall** provide proof of General Liability Insurance Coverage and **shall** agree to defend and indemnify WisDOT, its agents and employees from all such claims including, without limiting the

generality of the foregoing, claims for which WisDOT *may* be paid or incurred to enforce the provisions of this paragraph, and the requestor **shall** further agree and pay for such general liability coverage which protects the state as an additional named insured.

4. The requestor *should* submit the permit application to the WisDOT Region Traffic Section at least 90 calendar days in advance of the event.
5. The requestor **shall** be responsible for any damage done to the highway property as a result of the special event.
6. The special event minimum attendance is typically 100 participants. This attendance number includes anticipated spectators.
7. A special event **shall not** occur more than once annually by the same sponsor in the same section of roadway. Special events **shall not** occur more than four times a year in the same section of roadway.
8. WisDOT is responsible for determining whether the event qualifies for special event signs, providing guidance on acceptable signs and placement, reviewing the permit application, and assuring compliance with the permit.
9. The Region Traffic Section will evaluate the safety of any nighttime special event requests.

#### **DETAILED POLICY CRITERIA**

1. Special Events **shall not** be allowed during peak traffic periods, as determined by the WisDOT Region Traffic Engineer.
2. The time duration of the Special Event *should not* exceed four hours or when the last event participant has cleared the roadway.
3. The use of the right-of-way **shall not** interfere with motorists' safe operation of their vehicles.
4. The use of the right-of-way **shall not** obstruct sight distance and **shall not** detract from motorists' view of traffic control devices.
5. A plan for traffic control and documentation of the means to implement it *should* be submitted to the WisDOT Region Traffic Engineer for review and approval at least 90 calendar days in advance of the event.
6. All traffic control signs **shall** be in conformance with the MUTCD.
7. Advance notices to the media **shall** be coordinated by the Requestor.
8. All special events **shall** be coordinated with the State Patrol and/or the local law enforcement agency as appropriate, by the requestor. Documentation of this coordination is required.
9. The WisDOT Region Traffic Engineer *should* notify the Region Communications Manager of the Special Event once the attached application form has been completed and signed.
10. Parking **shall not** be allowed on the state highway right-of-way, which includes the shoulders.
11. If the event will take place on highways maintained by other governmental agencies, the Requestor **shall** coordinate the event and provide proof by letter to the WisDOT Region Traffic Engineer that the necessary coordination has taken place with the other governmental agencies.
12. The usage of police powers for special events **shall not** substitute for appropriate signing.

#### **SIGNING LIMITATIONS**

The criteria below apply for signing on the specific roadway where the event is held. Advanced directional signing for special events is covered under [TEOpS 2-10-3](#).

1. No commercial advertising is allowed on the signs. The inclusion of a brand name within the name of an event, such as "Brand X Racing Event" is permissible. The sign message *may* include the word "Event" or "Parking". Event names on signs *should* be as clear and concise as possible. Pictographs **shall not** be allowed on the signs, per interpretation of the MUTCD and guidance from FHWA.
2. The signing layout detail and installation locations **shall** be approved by the Regional Traffic Section and Bureau of Highway Operations.
3. Guidance signs with red, orange, yellow, or fluorescent yellow-green background **shall not** be used. Temporary work zone warning signs **shall** be fluorescent orange. Sign base material **shall** consist of

plywood or sheet aluminum. If banners are used, they must meet the requirements of the TEOpS policy on banners ([TEOpS 13-12-1](#)). Posts **shall** be of an approved type for highway signs per WISDOT standards. Signs **shall** be manufactured by a fabricator who has been in the traffic signing business for a minimum of three years.

4. Letter size, font, and spacing **shall** meet MUTCD guidelines. Minimum of 6" upper case letters and 4 ½" lower case letters **shall** be used.
5. If the event takes place at night, the signs **shall** be high intensity, retroreflective.
6. Changeable message signs *may* be used, subject to WisDOT policy requirements for use of changeable message signs. The Regional Traffic Section **shall** approve the message content, letter height, and sign location as specified in [TEOpS 17-2-1](#). Larger letter heights are needed on changeable message signs for readability. Refer to the [TEOpS 17-2-1](#) for additional provisions regarding PCMS usage.
7. Pre-event signing *may* be required up to 10 days in advance of the special event. The signing layout and installation details for pre-event signing **shall** be approved by the Regional Traffic Section and the Bureau of Traffic Operations.

#### **IMPLEMENTATION COST**

1. The event organization or requesting group **shall** pay for all costs associated with the special event signing, including costs to obtain the permit, which *may* include WisDOT review costs; any costs to acquire, install, and remove the special event signs, including changeable message signs; and any additional costs incurred by the department. The event organizer will be responsible for obtaining signs that conform to department standards and arranging to have those signs placed, operated, and removed consistent with the terms of the permit. All work on the highway right-of-way must be performed by a contractor or local government agency approved by WisDOT.
2. Installation by county forces *may* be an option in some situations. When that occurs, all costs are charged back to the requesting organization.



PERMITTEE SHALL DEFEND, HOLD HARMLESS AND INDEMNIFY THE STATE OF WISCONSIN, DEPARTMENT OF TRANSPORTATION, AND IT'S OFFICERS, AGENTS, EMPLOYEES, AND MEMBERS FOR ALL SUITS OR ACTIONS THAT MAY RESULT FROM ANY ACTIVITY BY THE PERMITTEE, IT'S OFFICERS, SUBCONTRACTORS, AGENTS OR EMPLOYEES.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (minimum of 90 days prior to event)

APPROVED       DENIED

\_\_\_\_\_  
**Regional Traffic Engineer or designee signature**

\_\_\_\_\_  
**DATE**

APPROVED       DENIED

\_\_\_\_\_  
**Regional Maintenance Engineer or designee signature**

\_\_\_\_\_  
**DATE**

Attachment-    Copy of letter from municipality (if applicable)

**2-10-3 Special Events (Advance Directional Signing)      December 2011**

**PURPOSE**

The purpose of this guideline is to establish criteria on the usage of advanced directional signs for significant traffic generator events that are open to the public and temporary in duration. Consistent and well-planned usage of special event signing allows for safe and efficient flow of traffic at significant traffic generator events. These temporary traffic generator events would be for a facility, activity, or special point of interest that attracts large numbers of people, a majority of whom are unfamiliar with the local area and/or access routes.

**DEFINITIONS**

Freeways are defined as divided arterial highway facilities that have full controlled access, by means of grade separation at interchanges only.

Expressways are defined as divided arterial highway facilities that have partial control of access and generally with grade separations at major intersections.

Conventional Highways are defined as divided or undivided roadway facilities that have no control of access with grade separations at intersections. These highways *may* be two lane or multilane facilities.

## POLICY

### Qualifying Criteria

1. The event **shall** be open to the public. No commercial advertising is allowed on the signs. The inclusion of a brand name within the name of an event, such as “Brand X Racing Event,” is permissible. The sign message *may* include the word “Event” or “Parking.” Event names on signs *should* be as clear and concise as possible. Pictographs **shall not** be allowed on the signs, per interpretation of the MUTCD and guidance from FHWA.
2. For conventional highways, the minimum length of the event **shall** be one day and the maximum length of the event **shall** be two weeks.
3. For freeways and expressways, the minimum length of the event **shall** be three days and the maximum length of the event **shall** be two weeks.
4. The minimum special event attendance **shall** be 10,000 people per day. When the event involves more than one location, each signed location **shall** meet the minimum attendance of 10,000 per day.
5. The special event **shall** occur no more than once annually by the same sponsor in the same location.
6. When a facility has or qualifies for signing under the current policies for supplemental traffic generator signing ([TEOpS 2-15-3](#)), a special event sign cannot be installed for an event at that facility, unless a genuine traffic need can be demonstrated. For this situation, a changeable message sign **shall** be used to direct traffic appropriately if approved by the regional traffic section and Bureau of Traffic Operations Staff.
7. WisDOT is responsible for determining whether the event qualifies for special event signs, providing guidance on acceptable signs and placement, reviewing the permit application, and assuring conformance with the permit.

### Signing Limitations

1. Trailblazing signs **shall** be installed before any mainline signs are installed.
2. Signing from freeways, expressways, and conventional STHs is allowed. No conventional STH to conventional STH trailblazing will be allowed.
3. The maximum distance of the event from the highway or nearest exit **shall** be five miles.
4. For a specific event, signing on freeways or expressways from two locations (maximum of 8 signs) will be allowed. One advance sign such as NEXT RIGHT and one exit sign at the exit taper *should* be used.
5. The signing layout detail and installation locations **shall** be approved by the regional traffic section and Bureau of Traffic Operations.
6. Signs with red, orange, yellow, or fluorescent yellow-green background **shall not** be used. Sign base material **shall** consist of plywood or sheet aluminum. Flexible banners are not allowed. Posts **shall** be of an approved type for highway signs per WisDOT standards. Signs **shall** be manufactured by a fabricator who has been in the traffic signing business for a minimum of three years.
7. Letter size, font, and spacing **shall** meet MUTCD guidelines. Minimum of 8” letters on freeways/expressways and minimum of 6” letters on conventional highways **shall** be used.

### Implementation/Cost

1. Changeable message signs *may* be used, subject to WisDOT policy requirements for use of dynamic message signs. The Regional Traffic Section **shall** approve the message content, letter height, and sign location. Larger letter heights are needed on changeable message signs for readability.
2. The event organization or requesting group **shall** pay for all costs associated with the special event signing, including costs to obtain the permit, which *may* include WisDOT review costs; any costs to acquire, install, and remove the special event signs, including the changeable message signs; and any additional costs incurred by the department. The event organizer will be responsible for obtaining signs that conform to department standards and arranging to have those signs placed, operated, and removed consistent with the terms of the permit. All work on the highway right-of-way must be performed by a contractor or local government agency approved by WisDOT.
3. The requestor **shall** contact the county highway department or WisDOT-approved signing contractor for installation and removal of the signs.

