



# Traffic Engineering, Operations & Safety Manual

## Chapter 13 Traffic Regulations

### Section 10 Detour Permit

#### 13-10-1 Authority and Policy

July 2012

#### PURPOSE

This policy covers the process that a municipality **shall** follow when requesting permission to close a state highway and provide a temporary detour route. The municipality may need to close a state highway for maintenance work or the moving of large objects or machinery. **Closing and detouring a state highway route for special events is covered under TEOps 2-10-1.**

#### AUTHORITY

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.

#### APPROVAL

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 may 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 on Corridors 2030 roadways require approval by the Regional Traffic Engineer (RTE) via the Lane Closure Planning System.

#### GENERAL PROVISIONS

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.

Circumstances that *may* result in a decision to grant a permit include:

1. Construction, maintenance and repair of streets, structures and utilities.
2. The movement of large single objects such as buildings and machinery.

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 should consider the following requirements for the approval process of the roadway closure and detour permit. The Region *may* modify or impose additional reasonable requirements or restrictions to the permit as are necessary for the particular circumstances of that permit.

1. 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.
2. A detour **shall** be required. Motorists **shall** be guided through the detour by signs and/or law enforcement personnel.
3. A detour permit application (Form DT1479) **shall** be completed.
4. All traffic control and detour signs **shall** be in conformance with the standards established in the MUTCD.

5. The municipality **shall** notify appropriate media, emergency services and affected schools five (5) days prior to the detour.
6. 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 municipality.
7. The WisDOT Region Traffic Engineer *should* notify the Region Communications Manager of the Special Event once the DT1479 form has been completed and signed.
8. The municipality **shall** be responsible for providing adequate traffic control for the duration of the closure and effective coordination with law enforcement.
9. The municipality **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. Forum DT1479**

<b>APPLICATION BY MUNICIPALITY FOR PERMISSION TO DETOUR STATE TRUNK HIGHWAY TRAFFIC</b> DT1479 6/2007 (Replaces ET604) s.84.07(4) Wis. Stats.		Wisconsin Department of Transportation
<b>TO: REGIONAL TRAFFIC SECTION</b>		
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"> <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>		
_____	_____	_____
(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)

**13-10-2 Use of Highway Right-of-Way for Special Events****December 2008****PURPOSE**

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:

- roadway or roadside modifications, repairs, or maintenance operations by a local unit of government, or permitted railroad or utility work,
- and certain types of special events, such as parades, marathons, bicycle races, charity walks/runs, filming, etc.

Roadway or roadside operations, including utility work, are regulated under Chapters 90 and 96 of the Maintenance Manual and DOT Permit Form DT1812. The purpose of this policy is to establish criteria on the use of the highway right-of-way for the special events that can be conducted with the road open to traffic under certain restrictions.

**Road closures and detours for special events shall be governed by the guidance in [TEOpS 13-10-1](#) and DOT Permit Form DT1479. Signing for Special Events off of the State Highway system shall be governed by the guidance in [TEOpS 2-15-25](#).**

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. 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. 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. The permit **shall** identify that the special event sponsor 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 sponsor **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 sponsor shall further agree and pay for such general liability coverage which protects the state as an additional named insured.
3. The requestor **shall** submit the permit application to the WisDOT Region Traffic Section at least 90 calendar days in advance of the event.

4. The sponsor **shall** be responsible for any damage done to the highway property as a result of the special event.
5. The special event minimum attendance is typically 100 participants. This attendance number does not include spectators.
6. A special event **shall not** occur more than once annually by the same sponsor in the same location. Special events **shall not** occur more than twice a year in the same location.
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 compliance with the permit.
8. 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 **shall** 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. Parking shall not be allowed on the state highway right-of-way, which includes the shoulders.
10. If the event will take place on highways maintained by other agencies, the Requestor **shall** coordinate the event and provide proof by letter to the WisDOT Region Traffic Engineer.
11. The usage of police powers for special events **shall not** substitute for appropriate signing.

#### **SIGNING LIMITATIONS**

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 Traffic 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 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 by completing the PCMS Usage Request Form for special events 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.

**APPLICATION BY MUNICIPALITY FOR PERMISSION  
TO DETOUR STATE TRUNK HIGHWAY TRAFFIC**  
DT1479 7/2011 (Replaces ET604) s.84.07(4) Wis. Stats.

Wisconsin Department of Transportation

TO: REGIONAL TRAFFIC SECTION

Municipality		County	
(Area Code) Telephone Number		Email 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			

The above municipality requests permission to close the marked route as described, during which time the municipality will provide temporary route as designated.

The municipality agrees to accept the following terms and conditions:

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.
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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, traffic control contractor, 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:  Yes  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.

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(Permit Number)\_\_\_\_\_  
(Approved By)\_\_\_\_\_  
(Date)