

UNIVERSITY OF ILLINOIS  
AT URBANA-CHAMPAIGN

**Traffic Closure Request Process**

(Used for streets, sidewalks, service drives, circle drives, bikeways, and bike parking areas)

**1. Contact the correct Right of Way owner**

This traffic closure request process is required for closing any portion of the University-owned transportation network. Closures impacting other jurisdictions should be addressed to those jurisdictions.

- If your closure is related to a City of Champaign right-of-way, contact Harman Jordan at 217-841-6483, 217-403-4700, or [Harman.Jordan@ci.champaign.il.us](mailto:Harman.Jordan@ci.champaign.il.us). There is a fee structure for Champaign street closures – online at: [http://library.municode.com/HTML/10520/level2/MUCO\\_CH19LIPE.html#MUCO\\_CH19LIPE\\_S19-8.15.2PUWOFE](http://library.municode.com/HTML/10520/level2/MUCO_CH19LIPE.html#MUCO_CH19LIPE_S19-8.15.2PUWOFE).
- If your closure is related to a City of Urbana right-of-way, contact Adam Shaw [ajshaw@urbanailinois.us](mailto:ajshaw@urbanailinois.us) (217) 384-2385. Print and complete the Right-of-Way Permit form at <http://urbanailinois.us/sites/default/files/attachments/row-permit-form.pdf>.

**2. Advance preparation for closure requests**

To request a closure for University-owned streets, sidewalks, bike paths, or bike parking areas, communicate well in advance with all the appropriate entities. If you are unsure who you need to speak with for advance approval, the Transportation Demand Management (TDM) Coordinator can provide direction.

These can include the Parking Department, the Mass Transit District (MTD), the potentially impacted users, the Cities if adjacent to their roadways, the Disability Resources and Educational Services (DRES) division, Emergency Services (fire and police), the Public Functions shop, and possibly others.

Here are some common preparation steps needed:

- If the closure will impact UI parking spaces, contact the Parking Department at 217-333-3530. If it will impact city parking spaces, contact the appropriate city.
- If you need UI barricades placed for the closure, contact the Public Functions office at 217-333-1490.
- If the closure will impact an MTD bus route or bus stop, contact MTD at 217-384-8188 or email Robb Patton and Tracey Pettigrew at [rpatton@cumtd.com](mailto:rpatton@cumtd.com) and [tpettigrew@cumtd.com](mailto:tpettigrew@cumtd.com).
- If the closure will impact a DRES bus stop or access to a DRES bus stop, contact Mylinda Granger at [mylindag@illinois.edu](mailto:mylindag@illinois.edu) or 244-4104.
- If the closure will or may require police assistance, contact Lt. Acree at the University Police Department at 217-333-1216 to discuss and make arrangements for officer assistance.
- Contact the Facility Manager(s) for any buildings that will be impacted by the closure to let them know about the upcoming closure and address any of their needs.
- If the closure will impede deliveries to a nearby building, determine how deliveries will be handled during the closure.

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- If the closure will block access to a waste dumpster, contact Tracy Osby at [tosby@illinois.edu](mailto:tosby@illinois.edu) to plan an alternative solution.
- If the closure may impede emergency access to or egress from any building or area, contact Craig Grant at [cpgrant@illinois.edu](mailto:cpgrant@illinois.edu) to plan alternative routes or modify closure to meet emergency service needs, such as fire, police, ambulance needs.

If the closure will impact a bike parking area, notice will need to be posted on the racks to warn cyclists of the upcoming closure. The Transportation Demand Management department is responsible for bike racks; however, the Parking Department is responsible for impounding any bicycles that are parked improperly.

Bicycle removal:

1. Get approval from TDM Coordinator for the bicycle rack closure. Generally, there is no problem, but the TDM Coordinator needs to be informed about it before it occurs.
2. PM arranges for a sign to be posted at the bicycle rack saying “bicycle rack to be closed on <day of closure>, any bicycles parked here will be impounded.” If there is a contact person in the building, ask for their help spreading the word. It is recommended the sign is posted several days in advance.
3. On the day of the closure, check if any bicycles remain on the rack. If so, contact the Parking Department’s Enforcement Manager and request they remove the bicycles. An account number (CFOP, AiM, or Work Order) will need to be provided to Parking, and they will charge the job \$75.00 per hour for the bicycle removals. There may be a minimum charge, because it also includes the transport to their warehouse and the time they need to be there to return the bike to the owner later.
4. Parking removes the bicycles, and then the rack may be moved or closed off.
5. If any bicycle owner asks about their missing bicycle, they should be directed to contact Parking at 333-3530.
6. Parking tells F&S Associate Director of Financial Services the hours to charge, the rate to charge, the total to charge, the account number provided by the client, Parking’s account to credit, and a description of the work (like remove 2 bikes from XYZ Location).
7. F&S Financial Services does a Journal Voucher transfer to process the payment.

**3. Submit the request at least two (2) weeks in advance of closure (or as far in advance as possible to ensure adequate planning time).**

A) Create a clear diagram of planned traffic closure. This is essential for approval, to show that the needs of the campus community and visitors have been adequately addressed.

- This should be a marked up aerial photo or detailed map of the space to be closed.
- Include detour routes for pedestrians, cyclists, and vehicles.
- Include proposed signage, barricade locations, and other traffic control measures for closure and details.

B) Complete the closure form <http://www.fs.illinois.edu/docs/default-source/tdm/traffic-closure-request-form.docx> which can be found at <http://www.fs.illinois.edu/services/more->

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[services/tdm/closures](#) and email it with the diagram to [fandscampustdm@illinois.edu](mailto:fandscampustdm@illinois.edu) **AT LEAST** three (3) business days before the closure is planned to begin.

**4. Do not implement closure until the request is approved.**

The Transportation Demand Management Coordinator or back-up person will review the closure form and contact you if there are additional questions/concerns.

When the closure is approved, you will receive a copy of the approved form and the TDM department will distribute it to the standard recipients and post it on the Traffic Closures website.

Approved traffic closure notifications will be posted online at:  
<http://www.fs.illinois.edu/services/more-services/tdm/closures>

If you have questions about this process, please email [fandscampustdm@illinois.edu](mailto:fandscampustdm@illinois.edu).