



Department of Public Works

Construction Management • Traffic Control Plan Team

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ROAD CLOSURE JUSTIFICATION LETTER

Road closure requests require a letter justifying closure of the roadway. The justification letter shall include the following information and requirements:

1. The reason that the road must be closed.
2. Detailed description of the work being done.
3. Start date of the job.
4. Completion date of the job.
5. Duration of job.
6. Phone number of contact person.
7. Barricade company 24-hour emergency phone number.
8. Contractor 24-hour emergency phone number.
9. Contractor shall contact surrounding businesses and residences including metro and the fire department that are affected by any road closure (preferably 72 hours prior to closure).

Justification letters for road closure extensions of time must include all of the information above plus a complete description of finished and outstanding work. It is the Applicant's responsibility to provide complete and accurate information. Discrepancies and incomplete submittal (missing letter) may cause denial/rejection of submittal and additional review fees.