



INDIANA DEPARTMENT OF TRANSPORTATION INTERSTATE HIGHWAYS LANE CLOSURE POLICY



March 2010

I. POLICY STATEMENT:

It is Policy of the Indiana Department of Transportation (INDOT) that a lane or lanes may not be closed on an Interstate Highway route for maintenance or construction purposes except as described herein.

This policy shall be administered and maintained by INDOT's Traffic Management Business Unit. The maps and tables in Appendix A will be updated annually if new Interstate Highway segments are added or if a lane or lanes are added to an existing segment. They will be updated biennially if new seasonally adjusted volume data becomes available.

This policy applies to all individuals involved in planning, designing and performing work on Indiana's Interstate highways, including, but not limited to: Consultants, Utilities, Contractors, and INDOT's Planning, Production, Construction, Transportation Management & Traffic Operations, and Maintenance Offices. Those proposing lane closures on Interstate Highways will be responsible for determining if the proposed closure falls within the permissible closure guidelines.

The attached maps and tables contain pre-approved lanes closure schedules which define the allowable times a lane(s) may be closed on Indiana's Interstate System. If the proposed closure exceeds the number of lanes permitted or falls outside of the times listed, a waiver to the policy must be submitted as described in Appendix B.

No reduction of available lanes on an Interstate route, including taper, may exceed a length of 5 miles in a single direction without a waiver.

When an Interstate route is designated as a detour/alternate route for another Interstate route (i.e. I-465 for Hyperfix6570 in 2003), the pre-approved lane closure-schedules do not apply to the detour/alternate route. Only work designated as "Emergency" can be performed during this time on the detour/alternate route.

For the purposes of this policy, an operation that typically travels at a speed of less than 45 mph (painting, patching, replacing overhead light bulbs, etc) is considered a closed or restricted lane. Snow plowing and other such "high-speed" operations (45+ MPH) should not be considered closures for the purposes of this Policy

For all repairs deemed emergency, see Section "Emergency Repairs". Accident scenes are exempt from this Policy.

II. Acronyms USED:

- A.** Indiana Department of Transportation (INDOT)
- B.** Deputy Commissioner (DC)
- C.** State Construction Director (SCD)
- D.** State Maintenance Director (SMD)
- E.** Work Zone Safety Section (WZSS)
- F.** Traffic Management Plan (TMP)
- G.** Temporary Traffic Control Plan (TTCP)
- H.** Interstate Lane Closure Policy (ILCP)
- I.** District Construction Director (DCD)
- J.** Project Engineer/Supervisor (PE/S)
- K.** General Instructions to Field Employees (GIFE)
- L.** District Deputy Commissioner (DDC)
- M.** District Technical Services Office (DTSO)

III. NON-COMPLIANT WORK:

A. CONTRACTED ACTIVITIES:

1. Waivers to be approved by the SCD.
2. If an operation is to restrict or extend lane closures outside of the allowable times given in the maps and tables, the designer/planner shall complete a quantitative analysis and a TMP with the request for a waiver (see Appendix B for example). For contracted work that is of a short-term or maintenance nature the designer/planner may cite the approved annual ILCP maintenance waiver (See III. B.) for the district and highway segment in their waiver request and omit the TMP.
 - a. The engineer assigned (Design Consultant, Central Office Production, District Planning, District Production, District Technical Services, etc) shall analyze the impact on the motoring public of any proposed lane closure not permitted by this policy.
 - b. For contract work, the analysis shall occur during the planning or design (production) process after the pavement recommendation has been formulated and/or bridge work has been determined. In all cases, analysis for contract projects shall occur before the final design begins.
 - c. For Design-Build projects the TMP will be completed, approved and reflected in the scope of services.
 - d. Analysis of permit or force account work zone impacts shall occur prior to the implementation of any lane restrictions.

- e. If an alternate TTCP is proposed by the contractor, then the DCD will determine if the times proposed fall within the times permitted by map, table or existing waiver. If they do not, then the DCD will request a waiver.
3. Analysis: The analysis will include:
- a. Options for Temporary Traffic Control
 - b. A benefit/cost analysis of the options if requested
 - c. A queue analysis per APPENDIX B
4. Traffic Management Plan (TMP):
- A TMP will be completed for the strategy selected as directed in Subpart J under "Project Level Procedures"
6. TMP IMPLEMENTATION:
- Implementation of the TMP on all construction contracts will include the following functions:
- a. Work zone setup shall be verified by the Project Engineer or Supervisor (PE/S) for conformance with the contract documents, INDOT standards and the Manual of Uniform Traffic Control Devices.
 - b. Work zone queues and delay shall be monitored by the PE/S as specified by the GIFE and reported to the DTSSO and to the WZSS. The DTSSO will compare the measured queues against the expected queues generated by the computer model.
 - c. If the TTC generates queues (measured per B. above) which exceed the expected queue length the DCD and the WZSS shall be informed of the situation and of proposed corrective action by the PE/S.
 - d. A contractor may submit an alternate TMP for consideration prior to the start of work. Construction changes can not be implemented until the alternate plan is approved by the SCD.

B. ACTIVITIES OF INDOT FORCES:

- 1. Waivers to be approved by the State Maintenance Director (SMD)
- 2. Annual Waiver:

The engineer appointed by the District may apply for an annual request for waiver of this policy based on roadway segments and associated work time and lane restrictions. Any such request will include the traffic counts they are based upon. No queue analysis is required if adjusted volumes do not exceed:

 - a. 1400 vph for 1 open lane,
 - b. 3200 vph for two open lanes,
 - c. 5000 vph for three open lanes, and
 - d. 6800 vph for 4 open lanes.
- 3. Individual project or operation waiver:

If a project or operation is to restrict or extend lane closures outside of the allowable times given in the maps and tables or the approved annual waiver, the engineer appointed by the District shall complete a queue analysis and submit a TMP with the request for a waiver.

The TMP will be completed for the strategy selected and shall incorporate the following elements as applicable:

- a. Temporary traffic control plan
- b. Public information plan,
- c. Identification of alternate routes, and
- d. Incident management strategies

C. Review:

All waiver requests will be reviewed by the Work Zone Safety Section. The goal of the review will be to minimize queues and delays to the motoring public while considering the constraints imposed by the work activity that will be generated any time a lane closure or blockage is proposed outside of the allowable time specified in Appendix A.

The review shall give consideration for:

1. INDOT safety policy and procedures
2. Duration and type of work activity
3. Traffic volumes and directional flow
4. Day of the week
5. Time of the year
6. Hour(s) of the day for the closure or blockage
7. Cost of alternate strategies

D. EMERGENCY REPAIRS:

All repairs deemed an emergency by the District Deputy Commissioner which occurs outside of the listed allowable times or the times permitted by the annual waiver require no prior approval before a lane or road closure action is taken. Such repairs include, but are not limited to, pavement or bridge deck failures, bridge structure impact damage, roadside appurtenances and slope stability.

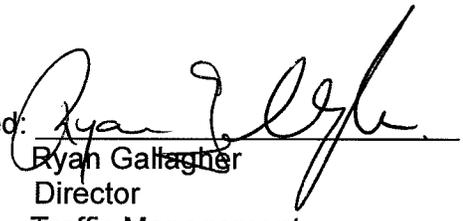
In the case of an emergency, a memo shall be sent to the DC through the WZSS within 2 working days that:

1. Explains the emergency situation,
2. Gives the details of the closure, including;
 - a. Which lane(s) was(were) closed,
 - b. The hours of the day for the closure, and
 - c. The length of any queues that developed.

VIII. Policy Approval:

Transmitted, herewith, is the Interstate Lane Closure Policy for the Indiana Department of Transportation. This policy shall be incorporated into the daily operations and maintenance activities immediately. All active projects / contracts which have a Ready for Contract (RFC) date less than 60 days after the approval date of this policy are to be governed by the prior policy.

Approved: _____


Ryan Gallagher
Director
Traffic Management

3/17/10
Date

Appendix A:

A. Maps & Table:

To better convey the details of the restrictions in the policy, color coded maps and a set of tables have been attached. Both convey the same data; however, some segments are short enough that they cannot be distinguished at the given definition. In such cases, the tables should be consulted. In all cases, the tables will take precedence over the maps.

The first map (Sheet 1) illustrates when and at what times restrictions can be present along the rural segments of Indiana's Interstate System. The second map (Sheet 2) illustrates allowed lane closures for the Interstate Systems in four urbanized areas (Calumet Area, Fort Wayne, Indianapolis and Falls City Area). Deviations from the closure schedule are only permitted if a project specific or annual waiver is obtained.

B. Time Descriptions:

1. Anytime: Single lane closures anytime of day or night in each direction.
2. Weekend or Night-time Only: Single lane closure per direction between Friday 9:00 p.m. through Monday 6:00 a.m. and weekdays 9:00 p.m. to 6:00 a.m. Typically, along routes with significant commuter traffic.
3. Weekday or Night-time Only: Single lane closure per direction from Sunday 9:00 p.m. to Friday 6:00 a.m. Nightly lane closures allowed on Friday and Saturday from 10:00 p.m. to 6:00 a.m. Pertains to routes which experience significant increases in traffic during the weekends.
4. Night-time: Single lane closure per direction any day of the week from 9:00 p.m. to 6:00 a.m. Generally along routes with heavy traffic where queues > 1.0 mile can be expected during the daylight hours.
5. Executive Approval: Along the most heavily traveled routes such as high volume segments in heavily populated urban areas and rural four lane segments with an Average Annual Daily Traffic (AADT) > 50,000 vehicles/day. Except for conditions designated as an "Emergency", a waiver approved by the appropriate authority (DC or DD) is required before any lane closure takes place in these segments.
6. Minimum 3 lanes / Direction: Along urban routes with eight lanes or greater. A minimum of three lanes per direction shall be open at all times.

ILCP- PROPOSED 2009 SCHEDULES

I-64

Section	Start Exit	End Exit	2009 Schedule	Length (mi)
Illinois State Line to SR 135	0	105	Anytime	105
SR 135 to SR 64	105	118	Weekend or Nighttime only	13
SR 64 to KY State Line	118	124	Executive Approval	6

I-65

Section	Start Exit	End Exit	2009 Schedule	Length (mi)
KY State Line to SR 62	0	1	Executive Approval	1
Old SR 62 to I-265	1	6	Minimum 3 Lanes All Times	5
I-265 to US 31 (S Jct)	6	36	Executive Approval	30
US 31 (S Jct) to County Line Rd	36	101	Night-time Only	65
County Line Rd to I-465 (S Jct)	101	106	Executive Approval	5
I-465 (S Jct) to I-70 (North split)	106	112	Weekend or Night-time Only	6
I-70 (North split) to 21st St	112	115	Night-time Only	3
21st St to I-465 (N Jct)	115	123	Weekend or Night-time Only	8
I-465 (N Jct) to I-865	123	129	Night-time Only	6
I-865 to SR 32	129	140	Executive Approval	11
SR 32 to US 231	140	247	Night-time Only	107
US 231 to 61st Ave	247	255	Executive Approval	8
61st Ave to 37th Ave	255	258	Weekday or Night-time Only	3
37th Avenue to Toll Rd	258	262	Executive Approval	4
Toll Rd to US 12/20	262	263	Anytime	1

ILCP- PROPOSED 2009 SCHEDULES

I-69

Section	Start Exit	End Exit	2009 Schedule	Length (mi)
I 465 to 116th St	0	5	Nighttime Only	5
116th St to SR 38	5	19	Executive Approval	14
SR 38 to SR 18	19	64	Nighttime Only	45
SR 18 to US 224	64	86	Weekday or Nighttime Only	22
US 224 to US 24	86	102	Nighttime Only	16
US 24 to SR 1	102	116	Anytime	14
SR 1 to SR4	116	140	Nighttime Only	24
SR 4 to the Michigan State Line	140	158	Anytime	18

I-70

Section	Start Exit	End Exit	2009 Schedule	Length (mi)
Illinois State Line to Darwin Rd.	0	3	Weekday or Nighttime	3
Darwin Rd. to Six Points Road	3	69	Nighttime Only	66
Six Points Rd. to I-465 (W Jct)	69	73	Anytime	4
I 465 (W Jct) to Holt Rd.	73	77	Weekend or Nighttime Only	4
Holt Rd. to West St.	77	79	Executive Approval	2
West St. to Keystone Ave	79	85	Weekend or Nighttime Only	6
Keystone Ave. to Ohio State Line	85	157	Nighttime Only	72

I-74

Section	Start Exit	End Exit	2009 Schedule	Length (mi)
Illinois State Line to SR 267	0	66	Anytime	66
SR 267 to Pleasant View Rd.	66	101	Weekend or Nighttime Only	35
Pleasant View Rd. to London Rd.	101	103	Nighttime Only	2
London Rd to SR 44	103	116	Weekend or Nighttime Only	13
SR 44 to US 421	116	132	Anytime	16
US 421 to SR 1	132	164	Weekend or Nighttime Only	32
SR 1 to the Ohio State Line	164	172	Nighttime Only	8

ILCP- PROPOSED 2009 SCHEDULES

I-90 & I-80/90 (TOLL ROAD)

Section	Start Exit	End Exit	2009 Schedule	Length (mi)
I-90				
Illinois State Line to US 12/20/41	0	0	Executive Approval	0
US 12/20/41 to SR 912	0	10	Anytime	10
SR 912.to Buchanan Street	10	13	Nighttime Only	3
Buchanan Street to 15th Ave.	13	17	Executive Approval	4
15th Ave to I 80	17	21	Nighttime Only	4
I-80/90				
I 80 to SR 49	21	31	Nighttime Only	10
SR 49 to SR 331	31	83	Weekend or Nighttime Only	52
SR 331 to the Ohio State Line	83	157	Anytime	74

I-80/94 & I-94

Section	Start Exit	End Exit	2009 Schedule	Length (mi)
I-80/94				
Illinois State Line to US 6/SR 51	0	15	Nighttime Only	15
US 6/SR 51 to I-80/90	15	15	EXECUTIVE APPROVAL	0
I-94				
US 6 to SR 249	15	19	NIGHTTIME ONLY	4
SR 249 to the Michigan State Line	19	43	ANYTIME	24

I-164

Section	Start Exit	End Exit	2009 Schedule	Length (mi)
US 41 to Lynch Road	0	10	Weekend or Nighttime only	10
Lynch Rd. to I-64	10	29	Anytime	19

ILCP- PROPOSED 2009 SCHEDULES

I-265

Section	Start Exit	End Exit	2009 Schedule	Length (mi)
I-64 to I-65	0	7	Nighttime Only	7
I-65 to SR 62 (Technically not currently an Interstate, but it will be when Kentucky finishes their section)	7	10	Executive Approval	3

I-275

Section	Start Exit	End Exit	2009 Schedule	Length (mi)
the Kentucky State Line to the Ohio State Line	15	18	Nighttime Only	3

I-465

Section	Start Exit	End Exit	2009 Schedule	Length (mi)
I-65 (S Jct) to SR 37	53	4	Nighttime Only	4
SR 37 to I-70 (W Jct)	4	9	Weekend or Nighttime Only	5
I-70 (W Jct) to 56th St.	9	19	Nighttime Only	10
56th St. to US 421	19	27	Weekend or Nighttime Only	8
US 421 to I-69	27	37	Nighttime Only	10
I-69 to US 40 (E Jct)	37	46	Weekend or Nighttime Only	9
US 40 (E Jct) to I-65 (S Jct)	46	53	Nighttime Only	7

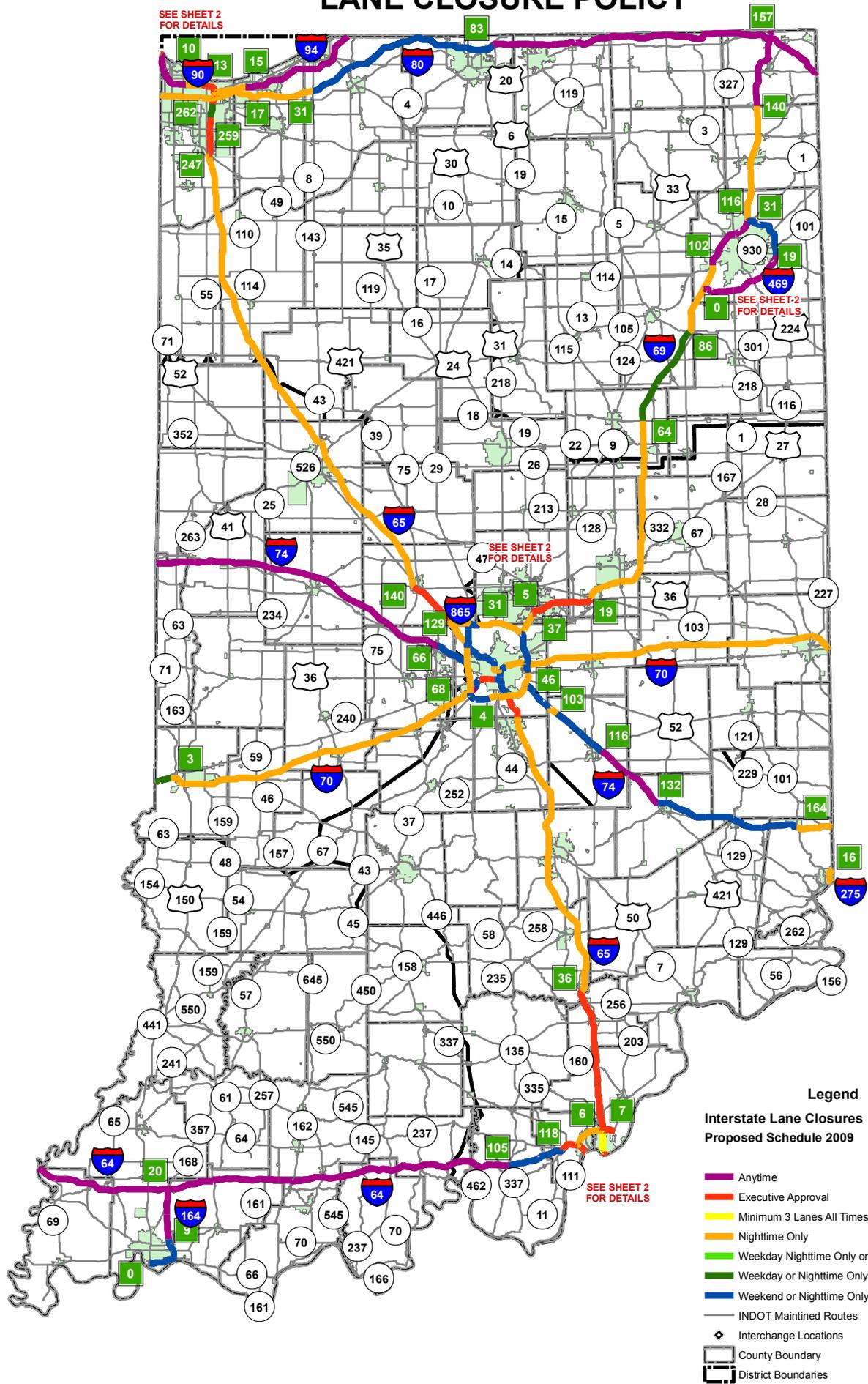
I-469

Section	Start Exit	End Exit	2009 Schedule	Length (mi)
I-69 to US 30	0	19	Anytime	19
US 30 to I-69	19	31	Weekend or Nighttime only.	12

I-865

Section	Start Exit	End Exit	2009 Schedule	Length (mi)
I-465 to I-65 ramps	0	5	Nighttime only	5

INTERSTATE HIGHWAYS LANE CLOSURE POLICY



- Legend**
Interstate Lane Closures Proposed Schedule 2009
- Anytime
 - Executive Approval
 - Minimum 3 Lanes All Times
 - Nighttime Only
 - Weekday Nighttime Only or Executive Approval
 - Weekday or Nighttime Only
 - Weekend or Nighttime Only
 - INDOT Maintained Routes
 - ◆ Interchange Locations
 - ▭ County Boundary
 - ▭ District Boundaries

Appendix B:

QUEUE ANALYSIS:

The criteria used to determine the impact of proposed work zones shall be queue length. QuickZone, QUEWZ98, Synchro/Simtraffic or Corsim (or other similar software approved by the WZSS) may be used to model the expected queues that will be generated. Multiple stages of construction shall be analyzed for each of the maintenance of traffic phases. The speed limit used in the computer models should be the posted legal construction zone speed limit. Volume data supplied by INDOT for input into the models should be current, should account for seasonal traffic surges that may occur during construction, and should reflect current regional traffic patterns. If the counts are more than two years old, traffic volumes should be adjusted to construction year levels through the use of growth factors. In urban areas where congestion occurs under normal unrestricted conditions, the queue length shall be considered from the end of the unrestricted backup.

Use of a microscopic model (Synchro/Simtraffic, Corsim, etc.) is encouraged for modeling of work zone queues. The effect of significant ramp merges on queues should be included in the model.

Discretion is required during both the analysis portion and field evaluation of the implemented work zone in determining what constitutes a queue. In general a condition that causes driver frustration due to stop and go traffic should be considered a queue and avoided where possible. A vehicle will be considered part of a queue if its average operating speed is reduced 10 mph or more below the posted construction speed limit.

The following guidelines shall be used to evaluate the viability of continuous or multiple day closures:

- A. No queues of any length should be permitted to exceed 6 continuous hours duration or 12 hours in any calendar day
- B. Queues greater than 0.5 miles and less than 1.0 mile long should not be permitted to exceed 4 continuous hours.
- C. Queues greater than 1.0 mile and less than 1.5 miles should not be permitted to exceed two continuous hours.
- D. Queues that will exceed 1.0 mile in length and last for more than two continuous hours or queues longer than 1.5 miles for any period of time should not be permitted.

For projects with daily, non-continuous lane closures the following additional guidance should also be followed:

If queue can be eliminated by adjusting the hours worked while still completing the project in a reasonable time frame then the adjustment should be made

- A. Whenever possible the closure should not begin during an hour which will generate a queue.
- B. If the last hour planned for work is the first one in which queue will be generated then the schedule should be adjusted away from closing during that hour.

Where queues are expected, additional advanced work zone warning signing should be specified.

Appendix B:

Sample Analysis:

INPUT DATA SUMMARY: ROAD USER COST OUTPUT
I65, FROM SR 334 TO SR 267, SUNDAY

PAGE 1 OF 4
QUEWZ-98

LANE CLOSURE CONFIGURATION:

TOTAL NUMBER OF LANES
INBOUND 2
OUTBOUND 2

NUMBER OF OPEN LANES
INBOUND 1
OUTBOUND 1

LENGTH OF WORK ZONE 0.50 MILES

INBOUND CAPACITY
NORMAL 4600. (VPH)
RESTRICTED 2070. (VPH)
WORKING HOURS 1600. (VPH)

OUTBOUND CAPACITY
NORMAL 4600. (VPH)
RESTRICTED 2070. (VPH)
WORKING HOURS 1600. (VPH)

TRAFFIC PARAMETERS:

PERCENTAGE TRUCK 8.

SCHEDULE OF WORK ACTIVITY:

HOURS OF RESTRICTED CAPACITY
BEGINNING 0
ENDING 6

HOURS OF WORK ZONE ACTIVITY
BEGINNING 0
ENDING 6

IDLE HC CAR 34.9 (g/hr) IDLE HC TRUCK 12.6 (g/hr)
IDLE CO CAR 218.5 (g/hr) IDLE CO TRUCK 94.6 (g/hr)
IDLE NOX CAR 4.7 (g/hr) IDLE NOX TRUCK 53.1 (g/hr)

SUMMARY OF ADDITIONAL ROAD USER COSTS
I65 QUEWZ-98

HOUR	ADDITIONAL ROAD USER COSTS (\$)		TOTAL
	INBOUND (NB)	OUTBOUND (SB)	
0- 1	8.	11.	18.
1- 2	5.	7.	12.
2- 3	3.	4.	7.
3- 4	2.	4.	6.
4- 5	3.	3.	6.
5- 6	6.	5.	10.
6- 7			
7- 8			
8- 9			
9-10			
10-11			
11-12			
12-13			
13-14			
14-15			
15-16			
16-17			
17-18			
18-19			
19-20			
20-21			
21-22			
22-23			
23-24			
TOTAL	26.	33.	60.

SUMMARY OF TRAFFIC CONDITIONS -- INBOUND DIRECTION (NB) PAGE 3 OF 4
 I65 QUEWZ-98

HOUR	APPROACH VOLUME (VPH)	CAPACITY (VPH) (MPH)	APPROACH SPEED (MPH)	WORK ZONE SPEED (MILES)	QUEUE LENGTH
0- 1	352.	1600.	59.	56.	0.0
1- 2	279.	1600.	59.	57.	0.0
2- 3	192.	1600.	59.	58.	0.0
3- 4	180.	1600.	59.	58.	0.0
4- 5	207.	1600.	59.	58.	0.0
5- 6	303.	1600.	59.	57.	0.0
6- 7					
7- 8					
8- 9					
9-10					
10-11					
11-12					
12-13					
13-14					
14-15					
15-16					
16-17					
17-18					
18-19					
19-20					
20-21					
21-22					
22-23					
23-24					

SUMMARY OF TRAFFIC CONDITIONS -- OUTBOUND DIRECTION(SB) PAGE 4 OF 4
 I65 QUEWZ-98

HOUR	APPROACH VOLUME (VPH)	CAPACITY (VPH) (MPH)	APPROACH SPEED (MPH)	APPROACH SPEED (MILES)	WORK ZONE LENGTH	QUEUE
0- 1	421.	1600.	58.	55.	0.0	
1- 2	328.	1600.	59.	56.	0.0	
2- 3	240.	1600.	59.	57.	0.0	
3- 4	239.	1600.	59.	57.	0.0	
4- 5	226.	1600.	59.	58.	0.0	
5- 6	266.	1600.	59.	57.	0.0	
6- 7						
7- 8						
8- 9						
9-10						
10-11						
11-12						
12-13						
13-14						
14-15						
15-16						
16-17						
17-18						
18-19						
19-20						
20-21						
21-22						
22-23						
23-24						



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Memorandum

Date

TO: Mark Miller, Director
Division of Construction Management

THRU: Guy Boruff, Director
Public Safety Operations

From: Pat McCarty, Supervisor
Work Zone Safety Section

SUBJECT: Interstate Lane Closure Policy Waiver Request
Contract X-XXXXX; *Work Type*
Route, Location in xxxxxxxxxxxx County

We have reviewed the attached waiver request to the policy which [*choose one: 1) prohibits closures at any time or 2) allows closures during xxxxxxxxxxxx*]. This office concurs with the findings and recommends that the following waiver to the Interstate Lane Closure Policy be granted:

Route & Location: *specify route, project limits or crossroad & county*

ILCP Allowable Closure: *specify per descriptions given in Section IVB*

Requested Closures: *specify direction(s) of travel, number of lanes, days of week, time of day*

Minimum Open lanes: *specify number of lanes to remain open during closure period by direction of travel*

Expected duration of closure: *specify total number of work days per direction of travel*

The attached queuing analysis shows [*choose one: 1) no queuing or 2) modest queuing that is less than the policy acceptable limits or 3) substantial queuing in excess of policy acceptable limits that results from the best TMP alternative*].

Concur: _____
Mark Miller, Director
Division of Construction Management

Date

Enclosure: TMP Summary, Queuing Analysis, Special Provisions
cc:



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Memorandum

Date

TO: Jason Jones, Director
Division of Highway Maintenance

THRU: Guy Boruff, Director
Public Safety Operations

From: Pat McCarty, Supervisor
Work Zone Safety Section

SUBJECT: Interstate Lane Closure Policy Waiver Request
Work Description (include permit number if applicable)
Route, Location in xxxxxxxxxxxx County

We have reviewed the attached waiver request to the policy which [*choose one: 1) prohibits closures at any time or 2) allows closures during xxxxxxxxxxxx*]. This office concurs with the findings and recommends that the following waiver to the Interstate Lane Closure Policy be granted:

Route & Location: *specify route, project limits or crossroad & county*

ILCP Allowable Closure: *specify per descriptions given in Section IVB*

Requested Closures: *specify direction(s) of travel, number of lanes, days of week, time of day*

Minimum Open lanes: *specify number of lanes to remain open during closure period by direction of travel*

Expected duration of closure: *specify total number of work days per direction of travel*

The MOT method on which the waiver request is based is the best alternative. The plan to mitigate the traffic impacts of the requested lane closure is in the attached document.

Concur: _____
Jason Jones, Director
Division of Highway Maintenance

_____ Date

Enclosures: TMP Summary

cc:

Date

TO: Pat McCarty, Supervisor
Work Zone Safety Section

THRU: *Name, Title*
Section or division etc.

FROM: *Name, Title*
Section or division etc.

SUBJECT: Interstate Lane Closure Policy Waiver Request

Attached is a proposed waiver for Contract **X-XXXXX**; **Work Type or Work Description** **(include permit number if applicable) Route, Location**, in **xxxxxxxxxxx** County for your consideration.....

Enclosures: Proposed Waiver, **TMP Summary, Special Provisions, Queue Analysis, B/C Analysis, etc.**

cc: