METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY
JOHN COOPER
MAYOR
NASHVILLE DEPARTMENT OF TRANSPORTATION
AND MULTIMODAL INFRASTRUCTURE

INSTRUCTIONAL BULLETIN NO. 2022-3 *(Revised)*
Multimodal Access Closure Policy Update

Instructional Bulletin No. 2022-3 is hereby revised effective on 7/22/2026. These revisions are being made to clarify the previous policy bulletin as a result of questions and to address internal Department operations and workflow. The following list outlines the substantive portion of this revision:

- The intent of this policy is to prohibit the continuous closure of multimodal pathways in the public rights of way for a period of seven (7) days or more. The word "continuous" was added to clarify that this policy does not apply to permit requests for discrete locations where the total amount of time the closure will be in place is less than seven (7) days.
- The terminology describing the process in which those seeking an exemption from this policy was changed from "variance" to "exception". This revision was made to prevent confusion and/or false assumption between this and other processes referred to as variances.
- An additional paragraph was added to provide more guidance to those seeking a permit for work less than seven (7) days. These permit request will require traffic control plans, however only those submitted through the exception process will require plans stamped and signed by a licensed engineer.
- The body established by the Director to support the review of those seeking an exemption for closures seven (7) days or more is being clarified as an advisory committee. All policy exceptions are at the sole discretion of the Director. The advisory committee will provide technical support and industry feedback.

Effective immediately, all newly permitted construction activities closing a multimodal pathway of travel in Metro Nashville's right-of-way for a continuous period of seven (7) days or more will be explicitly prohibited. All ongoing currently permitted work will be under review by the Nashville Department of Transportation & Multimodal Infrastructure (NDOT).

To provide for the safety, health, and welfare of the citizens of Davidson County, this policy update seeks to ensure all modes of transportation including traffic lanes, sidewalks, bikeways, pedestrian crossing and bridges, and bus stops remain open and in good condition. NDOT will limit right-of-way closures to keep its infrastructure in a state free from obstruction and in good working order.

For work that impacts multimodal pathway travel for a period of less than 7 days, a traffic control plan must be submitted at the time of the permit application. This plan should outline the layout of required the MUTCD traffic control signage and an alternate travel pathway that meets ADA standards. Traffic control plans for closures less than 7 days are not required to be stamped by a licensed engineer.

The Nashville Department of Transportation and Multimodal Infrastructure (NDOT) has the discretion to move the effective date to the end of the year after review on a case-by-case basis. If the applicant believes that the inability to utilize Metro right-of-way for more than seven days will constitute an undue burden to completion of a construction project, the applicant may submit a request for an exception. Under the authority and discretion of the Director, NDOT may grant exceptions on a case-by-case basis. The Director will create an advisory committee to support providing industry feedback during the exception process. Please refer to the enclosed exception request guidelines and application template for further process details.

Brad Freeze, PE
NDOT, Assistant Director

August 19, 2022 (Revised 7/22/2026)

Frequently Asked Questions (FAQs)

Who does this new policy apply to?
The Multimodal Access Closure Policy applies to all new permit applicants seeking to close multimodal paths of travel in the public right-of-way for a continuous period of seven (7) days or more. The policy also applies to current permit holders looking to renew right-of-way permits for seven (7) days or more. For example, if a current permit holder has a 30 day sidewalk closure permit, once that permit expires, the permit holder will work with NDOT to assess closure needs and will either receive a permit for less than 7 days, or if necessary, may request an exception as outlined in this policy.

How does the policy affect construction projects that have been permitted but have not yet begun?
Permits that have been issued prior to August 19, 2022 will be honored for the permitted amount of time. Once the permit has expired, closures will be subject to the new policy.

How does this policy affect construction projects that are seeking a permit for future construction?
This policy will impact future contractors seeking to obtain a construction easement permit in that they would not be allowed to close a multimodal path of travel without the approval of an exception.

What recourse exists if a construction firm maintains they need to use the public right-of-way to implement a project?
Any entity maintaining a need to close multimodal access in the public right-of-way for a continuous period of seven (7) days or more may apply for an exception through the process described herein. The exception will be considered by NDOT and approved or denied by the Director on a case-by-case basis.

Guidelines for Submitting a Multimodal Access Closure Exception For Public Right-of-Way

Section 1 – General Notes

Prior to any permit approval that requires temporary right-of-way closures impacting multimodal access facilities within Davidson County, the project owner shall submit a construction package to the Nashville Department of Transportation and Multimodal Infrastructure (NDOT) for review. If any parts listed below are missing and/or incomplete, the package will be immediately rejected. It is therefore recommended that the owner prepare the exception requirements at the conceptual stage of the project. This will allow both NDOT and the owner to understand all requirements needed for the project before any permitting is granted.

NDOT will have the authority to reject any exception application for any reason deemed necessary. Under such circumstances, the fee will not be reimbursed, and a second, and possible subsequent, submittal will be required until all requirements are met. Applying for an exception does not guarantee that the proposed project closures will be approved by NDOT.

See Section 2 for fees and the following Application Form and Checklist.

Section 2 – Fee Requirements

1st Submittal: $865

MULTIMODAL ACCESS CLOSURE EXCEPTION APPLICATION FORM AND CHECKLIST

Submittal Date:_____ ☐ **New Submittal** ☐ **Re-Submittal No:**_____

Related Building Permit No:_____

Project Name:_____

Street Name Location:_____

Between:_____ **And:**_____

Applicant Name:_____

Address:_____

Phone:_____ **Fax:**_____ **Contact:**_____

Email:_____

Project Description:_____

_____

Start Date:_____ **End Date:**_____ **Project Length:**_____

Describe Type of Closure:_____

_____

_____

Provide Reasons why Project cannot be completed without closures and what other options were considered (attach documents as needed):_____

_____

_____

_____

PROJECT INFORMATION CHECKLIST:

Included	Not Applicable	
☐	☐	Project Vicinity Map with Project Area shown, street names, property information, existing pavement and striping, gutter and building locations, north arrow, and scale.
☐	☐	Planned work hours included.
☐	☐	Exact location and dimensions of the construction work zone shown.
☐	☐	If multiple phases are necessary, include perimeter impact of each phase, phase number, anticipated work hours and phase duration.
☐	☐	Details on construction activity and equipment being used as part of construction included for each phase.
☐	☐	Specify if any on-street parking, and/or metered parking, is to be restricted and if bus zone will need to be relocated.
☐	☐	Specify if trash pickup will be impacted.
☐	☐	Provide information on all utility work and utility connections.
☐	☐	List all affected residents, businesses, agencies, and schools and any conversations/agreements taken place.
☐	☐	Show ongoing construction projects within vicinity of proposed project impact.
☐	☐	Provide plan to address conflicts with other nearby projects.
☐	☐	Provide traffic control plan for each phase of construction (see traffic control checklist for more information).
☐	☐	Provide information on work vehicle parking locations.
☐	☐	Show construction trucks ingress/egress to project location.
☐	☐	Provide information on any traffic signals, traffic signal loops, and traffic signal cabinets in close proximity to project.

TRAFFIC CONTROL PLAN CHECKLIST:

Included	Not Applicable	
☐	☐	All temporary traffic control plans shall be designed in accordance with the most recent ADA regulations and requirements of the Manual of Uniform Traffic Control Devices.
☐	☐	Clearly show the locations of all existing signs (including speed limit) as well as the proposed signs for each construction phase.
☐	☐	Show the location of all existing pedestrian paths and pedestrian detour route of each stage of construction.
☐	☐	Show dimensions of travel lane width, shoulder width, sidewalk of each phase, and overall roadway width along the length of affected area.
☐	☐	Show all existing striping and markings to remain, to be removed, and all proposed striping and markings for each construction stage.
☐	☐	Provide detour plan clearly showing detour route for any roadway or pedestrian/bike path closures.
☐	☐	Specify placement of all temporary traffic control devices.
☐	☐	Specify spacing of all temporary traffic control devices.
☐	☐	Show all existing traffic signals and streetlights in the work zone location.
☐	☐	Lighting provided for all pedestrian detour routes.
☐	☐	Provide minimum eleven (11) foot travel lanes at all times.
☐	☐	Show size, height, and location of all channelizing devices, warning lights, flag trees, barriers, etc.
☐	☐	Label all taper lengths and widths.
☐	☐	Provide locations of police officers for each phase as needed.
☐	☐	Temporary Traffic Control Plan has been stamped and signed by a TN licensed Civil Engineer.