



## Engineering Services

2<sup>nd</sup> Floor of City Hall at:  
300 Sixth Street Rapid City, SD 57701  
Telephone: (605) 394-4154  
Email: engineering.admin@rcgov.org

### **PUBLIC SERVICE ANNOUNCEMENT WORKSHEET**

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_ Project #: \_\_\_\_\_

Street(s) where traffic will be impacted: \_\_\_\_\_

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Identify the beginning and ending locations of traffic control impacts. This may include areas outside of the immediate construction zone.

Description of work being completed: \_\_\_\_\_

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Examples:  
Water, Sewer, Road Repair  
EMERGENCY REPAIR  
Complete reconstruction

Is this a  FULL CLOSURE  
 TRAFFIC RESTRICTION  
 WORK ADJACENT TO THE ROADWAY

This worksheet and a traffic control plan should be submitted **7 days before the planned start date** for non-emergency work within or near the public right of way. Failure to allow 7 days could result in delayed work as traffic control devices are not to be placed in the public right of way without prior approval. Plans are needed for work on roads classified as arterials or collectors. Work on local roads or sidewalks may also require traffic control plans.

START DATE: \_\_\_\_\_

COMPLETION DATE: \_\_\_\_\_

PROJECT WEBSITE (if available) \_\_\_\_\_

#### **CONTACT INFORMATION**

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_

CITY INSPECTOR: \_\_\_\_\_

**ATTACH MAP showing construction area and limits (pdf preferred)**