



City of Ketchum
Public Works

Temporary Use of Right-of-Way Permit (TURP) Requirements

Examples of activities that require a Temporary Use of Right-of-Way Permit

- Closure of a street or sidewalk for construction adjacent to the site or for tree/landscape maintenance
- Mobile crane, lift or pumper
- Dumpster
- Scaffolding
- Snow Storage

Requirements for Temporary Use of Right-of-Way Permit

- Application Form
- Site-specific Temporary Traffic Control Plan (TTCP) – Your TTCP should show streets proposed for closure and how you intend to redirect traffic around the closure. TTCP plans should comply with the Manual on Uniform Traffic Control Devices. Contact City of Ketchum Streets Division at (208) 726-7831 for assistance. The permittee is responsible for renting and placing all traffic control devices required on the final approved TTCP. The City of Ketchum does not provide traffic control or traffic control devices for street closure permits.
- A site plan showing proposed streets to be closed and all items to be placed in the right-of-way. Pedestrian access details, whether providing a covered walkway or a detour route must be specified. Covered walkways require approval from the Division of Building Services.

Additional Information

- Permit fee of \$20 to be paid at time application is submitted.
- Submit application packet to City of Ketchum, P.O. Box 2315, 480 East Ave., N., Ketchum, ID 83340.
- Permits are valid only for the dates and times approved.
- Permit must be kept at site of the closure so it is available to City officials upon request.
- Temporary no parking signs must be posted a minimum of 24 hours in advance of the closure. The date and time no parking is allowed and a contact phone number for the closure must be listed on the sign. Additional public noticing may be required depending on the proposed closure.
- For lane closures, refer to the Manual on Uniform Traffic Control Devices. If flaggers are required, only certified flaggers are permitted. All travel lanes on Main Street and Sun Valley Road shall remain open from 7 to 9 a.m. and 4 to 6 p.m.
- Reflective cones or barricades shall be placed around large equipment, dumpsters or trailers parked in the right-of-way.
- Parking spaces adjacent to construction or remodel work may be rented on a monthly basis by completing a Parking Space Rental Application available from the Planning and Building Department.
- The city may reject an application based on vehicle or pedestrian traffic conditions at the time and location of the proposed closure.
- For questions or additional information, please call (208) 726-7831.



City of Ketchum
Public Works

OFFICIAL USE ONLY	
Date Received:	
By:	
Fee Paid:	
Approved Date:	
By:	

Temporary Use of Right-of-Way Permit (TURP) Application

Submit complete application, \$20 fee, and Temporary Traffic Control Plan (if required) to City of Ketchum, Public Works Department, P.O. Box 2315, Ketchum, ID 83340 or hand deliver to Ketchum City Hall, 480 East Ave., N., Ketchum. If you have questions, please contact Street Superintendent Brian Christiansen at bchristiansen@ketchumidaho.org or (208) 726-7831.

PROJECT INFORMATION		
Company Name:	Mailing Address:	Property Address:
Contact Name (please print):		
Phone:		
Project Description:		
STREET CLOSURE		
Street:	Date(s) of Closure:	
Between Cross Streets _____ and _____	Hours of Closure (include set-up/clean-up time):	
Will Parking Spaces Be Blocked? <input type="checkbox"/> YES if Yes, how many? <input type="checkbox"/> NO		
ADDITIONAL INFORMATION		
Will traffic control be necessary? If yes, attach a TTCP.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will sidewalk be closed? If yes, pedestrian detour required. Show on TTCP.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is the street you are proposing to close on a Mountain Rides bus route? If yes, you are required to notify Mountain Rides and obtain their approval.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Parking a dumpster/storage bin? Traffic cones or barricades required on each corner of the container.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is public notification required? If yes, contact Street Division.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

OFFICIAL USE ONLY:

The applicant agrees to observe all City ordinances, laws and conditions imposed. Applicant further agrees to indemnify and save and hold harmless the city of Ketchum, city officials, agents and employees from and for any and all losses, claims, actions, judgments for damages, or injury to persons or property and losses and expenses caused or incurred by applicant, its servants, agents and employees and not caused by or arising out of the tortuous conduct of city or its officials, agents or employees. Applicant shall communicate the terms of this indemnity and waiver to all employees, volunteers and clients. Access for emergency vehicles may be required at any time, and the right-of-way may be ordered clear or the permit revoked by any department. Applicant certifies that s/he has read and examined this application and that all information contained therein is true and correct.

Applicant Signature Date

Cell Phone Email