

INSTRUCTIONAL MEMORANDUMS

To Local Public Agencies



To: Cities	Date: February 23, 2026
From: Local Systems Bureau	I.M. No. 7.000
Subject: City Requests for Closure of Primary Road Extensions	

Contents: The purpose of this I.M. is to establish requirements and procedures for the closing of primary road extensions for reasons other than fire, construction or repair in accordance with Iowa Code section [321.348](#).

NOTE: This I.M. was a joint effort among the Iowa Department of Transportation (Iowa DOT) Maintenance Bureau, Local Systems Bureau, and the Iowa Chapter of the American Public Works Association (APWA); future changes will include consultation with these parties. If there is a unique situation that this I.M. doesn't address, cities should work with the appropriate Iowa DOT District Maintenance Manager to address the situation. Also, any individual maintenance agreement or project agreement between the Iowa DOT and respective city shall supersede this I.M.

Definitions

Adequate detour - an alternate route which, based on the engineering judgment of the district engineer, has the operational capability to handle the increased traffic for the specified period of the detour.

Local enforcement officers - city police, or other entities legally granted police power for control of traffic.

Primary road - As used in this I.M. shall be as defined by Iowa Code [Chapter 306](#). As per Iowa Code section [306.3\(4\)](#), Interstate highways are part of the primary road system.

Primary road extensions - the extension of any primary road into or through the corporate limits of a city.

Introduction

The requirements and procedures for cities to close primary road extensions for civic events and other reasons other than fire, construction, or repair was previously codified in Iowa Administrative Rule 761.151. Because no Iowa Code required the use of a rule chapter for this topic, the rule was rescinded in 2026 and replaced with this I.M. This I.M. reflects the current status of the Iowa DOT and cities agreement concerning their respective maintenance responsibilities.

City Responsibilities and Requirements for Closure

- Adequate detour over paved roads shall be provided with traffic controls as prescribed in the "Manual on Uniform Traffic Control Devices," as adopted in rule [761—130.1\(321\)](#). City officials shall secure the written approval of the County Board of Supervisors to use any county road as a detour.
- The City shall be responsible for maintenance and restoration of the detour, detour signs, any damages that may occur to the closed section of the primary extension and accept full liability for conditions and operations of the detour.
- The closed streets shall be used for a civic purpose.
- The benefit to the community must outweigh the temporary inconvenience to motorists.
- The City shall request the Iowa State Patrol to review the proposed detour for safety. During use, traffic shall be policed by local enforcement officers.

Procedures for closing Primary Road extensions

- Cities shall file a "Request for Closing Primary Road Extension," Form [810030](#). The request shall include the name of the city, time period that the covered route is to be closed, the precise section involved, the proposed detour, and the purpose for the closure. If the proposed detour involves any part of a county road, the written approval of the County Board of Supervisors must be submitted with the request. Additionally, a map showing the primary road closure and proposed detour route with applicable signing shall be provided.

- The request shall be signed by the City Officials, be reviewed by the Iowa State Patrol, and submitted to the Iowa DOT District Engineer 45 days prior to the first day of closure. The Iowa DOT shall respond to the city within 20 days from the date the request is received. If all requirements are met, the Iowa DOT may approve the request.