

Office of Transportation Plan

****Please note that the following information must be submitted to the Department of Public Works, Office of Transportation prior to your permit being issued. For additional information contact 404-330-6501.**

Today's Date _____

Name of Event Organizer responsible for managing security plan: _____

Telephone: _____ Email _____

Event Date: _____ Event Name: _____

Event Location/Route:

Provide site plans (**please note NO VEHICLES to ride over, park, and/or stage on the SIDEWALK!!!**)

Site Plan Provided Yes _____ No _____ Sidewalk clear of vehicles Yes _____ No _____

Traffic control plans for lanes / detour routes for full street closures: (Attach Plans and briefly describe traffic plan)

Parking meters blocked or used: # of meters _____ # of days _____

Describe reason for use/blockage: _____

Must include notification of businesses and residents (Notification must be done within a three block radius at least (from where blockage may occur in the sidewalk or street, if additional notification is needed the Office of Transportation will let you know)

1. Copy of Notification(s) sent.
2. Addresses and date notified.

Signature _____

****To be completed by the Office of Transportation****

APPROVED

DISAPPROVED

Traffic Engineer / Manager
Office of Transportation

Office of Transportation Plan

Department of Public Works, Office of Transportation Information

Please provide site plan so that the elements in your setup can be identified, especially those near or in the street.

Please notify businesses and residents within a 3 block radius of the start and end of the work in the sidewalk and/or street. We need a copy of the letter of notification for businesses and residents in the area. A letter from you stating the addresses and date delivered.

Please note that at no time vehicles can be placed, park, ride over or be staged on the sidewalk.

Dumpsters can not be placed on the sidewalk.

If you are blocking parking meters or parking spaces on the street that have a device to pay for parking and you will be blocking these spaces for more than one day, then you must pay for the spaces that you are blocking. These charges are additional fees that are to be paid to the Office of Transportation. Please note that all permits complete by the Office of Transportation has a fixed fee associated with the permit of \$35 for each permit. Permits are completed per block per street.

Per City Code 142-89, The fee shall be \$5.00 per each calendar day, subsequent to the first day, per parking meter space that cannot be utilized by the public, as calculated by the department of public works, office of transportation. Said parking meter reimbursement fee must be paid by the permit applicant prior to her/his receiving the permit.

Please provide traffic control plans.

Emergency No Parking Signs:

- Applicants are required to post the "Emergency No Parking" signs at least 24 hours before the appointed "no parking" hours begin.
- White signs with Orange writing (Standard sign below)
- Dimensions are 18" x 24"
- Dates must be listed boldly and clearly on the signs



Any other signs are not approved.

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EXAMPLE OF NOTIFICATION LETTER

Name of Event
Address of Event / Organizer
Date Delivered
Notification for Special Event

28th Street

20
21
24
25
27
28
31
32
34
36
38
40
41
42
43
47
48
51
52
62
63

Peachtree Street

1836
1860
1974
1900

Collier Rd

2
5
8
18

Ardmore Park Neighborhood Association

General distribution via email to:
Person / email address here

Wycliff

1378
1870
1872
1874
1876
18831885
1887
1888
1891
1892
1893
1896
1898

Signature

Print Name

Date