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Checklist for Lane/Sidewalk Closures

- ✓ Application must be submitted **5- 10 business days** prior to date of closure
- ✓ Provide traffic and/or pedestrian plan. Plans must be to MUTCD standard (<https://mutcd.fhwa.dot.gov/>)
- ✓ Qualified contractors permit needed if excavation, sidewalk construction, driveway apron, sewer line, and /or sanitary line.
- ✓ Parking meters spaces or multi-metered spaces indicated on application. Indicate number of spaces needed or number of spaces on the block, if any. \$17 meter fee for blocking meters per day per meter.
- ✓ Emergency No Parking signs shall be install a minimum of **72 hours** prior to the commencement of the project if necessary.

Permit fees for Lane and Sidewalk Closures

- ✓ \$35 Application Fee which must be paid prior to submitting an application
- ✓ \$35 fixed fee for all lane closure permits
- ✓ A variable permit cost for use of up to the following:
 - 100 linear feet of shall be \$15.00 per calendar day for the duration of the permit.
 - 101 to 200 linear feet of shall be \$30.00 per calendar day for the duration of the permit.
 - 201 to 300 linear feet of shall be \$45.00 per calendar day for the duration of the permit.
 - 300 linear feet of shall be \$60.00 per calendar day for the duration of the permit.

Permit fees for a Sidewalk Closure only

- ✓ \$35 Application Fee which must be paid prior to submitting an application
- ✓ \$35 fixed fee for all sidewalk closure permits
- ✓ Sidewalk only closures variable permit fee shall be 40 percent of the variable permit cost stated above.
 - 100 linear feet of shall be \$6.00 per calendar day for the duration of the permit.
 - 101 to 200 linear feet of shall be \$12.00 per calendar day for the duration of the permit.
 - 201 to 300 linear feet of shall be \$18.00 per calendar day for the duration of the permit.
 - 300 linear feet of shall be \$24.00 per calendar day for the duration of the permit.

All sidewalk closure requests require submittal of construction schedule, completed sidewalk closure questionnaire, and pedestrian access plan.