Checklist for Lane/Sidewalk Closures

June 2024

For the following inquiries, please contact:

Small Cells	Reginald Buchanan	(404) 546-1805
Street Lighting	Curtis Williams	(404) 322-5919
Qualified Contractors	Carolyn Edwards-Herron	(404) 865-8772
Sanitary Sewer	Site Development	(404) 330-6249
Lane/Sidewalk Closure	Nebyou Beza	(470)-512-2392

- ✓ Please allow 10 business days processing time once all required documents have been received.
- ✓ Provide traffic, bicycle, and 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.
- ✓ Address information of impacted properties for ingress and egress.
- ✓ Notification letter to abutting properties prior to closure.
  - Closures less than 90 days – 5 calendar days
  - Closures 90 days to 6 months – 30 calendar days
  - Closures lasting longer than 6 months – 45 calendar days
- ✓ Emergency “No Parking” signs shall be installed 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 lane/sidewalk shall be $15.00 per calendar day for the duration of the permit.
- ✓ 101 to 200 linear feet of lane/sidewalk shall be $30.00 per calendar day for the duration of the permit.
- ✓ 201 to 300 linear feet of lane/sidewalk shall be $45.00 per calendar day for the duration of the permit.
- ✓ 300 linear feet of lane/sidewalk 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, and:

- ✓ 100 linear feet of sidewalk shall be $6.00 per calendar day for the duration of the permit.
- ✓ 101 to 200 linear feet of sidewalk shall be $12.00 per calendar day for the duration of the permit.
- ✓ 201 to 300 linear feet of sidewalk shall be $18.00 per calendar day for the duration of the permit.
- ✓ 300 linear feet of sidewalk 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.