

**CITY OF ASHEVILLE ENGINEERING DEPARTMENT
TEMPORARY STREET / LANE / PARKING / SIDEWALK CLOSURE PERMIT**

Location and description of closure:

Purpose of closure:

Beginning date of closure: _____ Ending date: _____

Daily hours of closure (if applicable):

Requesting Company / Organization (required):

Representative: _____ Signature: _____

Address: _____ City / State / Zip: _____

Telephone: _____ Fax: _____

Additional Information:

TERMS and CONDITIONS

1. Applications for closures including those that require closing of metered parking spaces must be received at least 10 business days before the closure. The Traffic Engineer or his or her designee may approve exceptions.
2. **A traffic control plan or a sketch of the areas to be closed must be included with the application.**
3. The applicant shall be responsible to properly close the street, travel lane, parking lane, or sidewalk **according to the current edition of the Manual on Uniform Traffic Control Devices (MUTCD)** and an approved traffic control plan, and/or as directed by the City Traffic Engineer, the City Engineer, Fire Department officials, or Police Department Officers. Failure to do so may result in a revocation of the permit until corrective measures are made. The applicant shall be responsible for providing all necessary traffic control devices.
4. The permit application and sketch must indicate the number of **metered parking spaces** to be closed and the meter numbers. In areas where a single meter controls two spaces, the applicant may be required to pay for and close both spaces.
5. **The applicant shall be responsible for notifying** adjacent businesses, residents, and other applicable parties at least 7 days prior to the closure.
6. Any full width closure of any city street will require advance approval by the City Fire Marshall or other Fire Department Official. The Traffic Engineer or designee will forward the permit to the Fire Department for approval.
7. Any permit that will include a structure or scaffolding over a sidewalk or street will require advance approval by an official from the Building Safety Department.

CITY OF ASHEVILLE USE ONLY

Permit Number: _____

Permit Fee: \$50 or \$100 – based on staff time to create traffic control plan: \$ _____

Meter Bagging: Number of Spaces _____ X Number of Days _____ X \$15 = \$ _____

Total of above fees or Total Fee for a standard closure. \$ _____

Payment Information: _____

Remarks / Special Conditions:

Approved By: _____ Date: _____
Traffic Engineer / Designee

(If req'd, see 6 & 7 above)
Approved by: _____ Date: _____
Fire Official or Building Safety Official