



CITY OF ATLANTA

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DEPARTMENT OF PUBLIC WORKS
WILLIAM M. JOHNSON
Commissioner

Applicant Checklist for Full Street Closures

- Application submitted 5-10 days in advance of closure after notification (**note below**).
- Detour routes included as per Manual on Uniform Traffic Control Devices (MUTCD) http://mutcd.fhwa.dot.gov/resources/state_info/georgia/ga.htm .
- The name of the street that is closed must be identified (i.e. Jackson Street) on a street name blade for detour routes signs and warning
- Road closed ahead signs must be appropriately shown, these signs must be placed at the intersection preceding the detour.
- **A written route must be included.**
- Road closures will not include sidewalk closures unless pedestrian access adheres to code 138-67 for Pedestrian Access.

Sec. 138-67. - Pedestrian access.

(a) Where it is necessary to close a portion of the pedestrian public right-of-way, only the minimum necessary width of the right-of-way shall be obstructed so as to leave a safe, passable thoroughfare not less than four feet in width, and providing appropriate access at and between intersections in accordance with the Americans With Disabilities Act (the "ADA") standards, and separated from the construction area by adequate safety barriers as approved by the commissioner of public works.

(b) Where a four-foot wide pedestrian route on the existing thoroughfare cannot be dedicated, a temporary covered, lighted walkway shall be constructed over the existing pedestrian thoroughfare in accordance with regulations set out by the department of public works.

(c) Where it is not possible to provide access via methods (a) or (b) above, a temporary pedestrian route shall be erected utilizing a combination of the existing sidewalk, the adjacent parking lane, and/or the adjacent vehicular traffic lane at the discretion of the commissioner of public works. Where traffic or parking lane is used, appropriate barricades and signage shall be utilized to separate the pedestrian lane from the vehicular lane and the route shall be accessible as per the guidelines of the ADA.

(d) Where the party seeking the permit has shown due diligence to perform either (a), (b), or (c) of this section and are unable to do so due to the structural necessities of the work to be completed, proper signage must be provided at each pedestrian-accessible intersection, between which lies the permitted closure or obstruction, directing pedestrian traffic to

cross to the other side of the street. Signage must be visible to pedestrian traffic both on the side of the street with the obstruction and to pedestrian traffic at intersections with access to the segment of the sidewalk containing the permitted obstruction.

(e) The commissioner of public works is prohibited from accepting, as reason for an inability to comply with items (a), (b), or (c) of this section, that the pedestrian right-of-way must be closed due to a need for vehicular parking on the site of the work being performed necessitating the closure.

(f) All such walkways mandated by this section, shall be maintained by the party responsible on the permit for closure and any damage, or obstructions to this temporary right-of-way shall be repaired and cleared immediately by that party. Permittee is required to display the permit in a conspicuous place so that the public and inspectors can visibly see it.

- Police officers hired and present for ALL closures.
- Completed qualified contractors permit application (only if application applies)
- Provided a schedule of activities or bar chart (ALL Sidewalk closures must have bar chart.) If closure will be for more than a week.
- Extensions and revisions must be submitted at least 5 days in advance
- Permit information includes: dates, total number of lanes, total feet, meters blocked and contact information
- Letters to resident and/or businesses must be completed and delivered 5 days in advance
- **(note)**
- A signed letter to be sent to the City of Atlanta with addresses that the letter was delivered and a copy of the letter sent.
- **Changeable message signs placed 5 days prior to closure**
- Affidavit verifying citizenship

Please note: Residences/ Businesses must be notified about the closure at least five (5) business days prior to the proposed closure. All businesses and residences located between the detour route, the closed street and surrounding areas within a 3-block radius must be notified of the closure. Permit issuing engineer to specify street(s) based on the detour route provided.