



# CITY OF ATLANTA

KEISHA LANCE BOTTOMS  
MAYOR

55 TRINITY AVENUE, S.W.  
SUITE 4700, CITY HALL SOUTH  
ATLANTA, GEORGIA 30303-3531

TEL. (404) 330-6240  
FAX. (404) 658-7552

DEPARTMENT OF PUBLIC WORKS

James A. Jackson  
Commissioner

---

## Applicant Checklist for Full Street Closure

### Following are required for permit processing:

- ✓ Application submitted **10 business days** in advance of closure
- ✓ Detour route included as per Manual on Uniform Traffic Control Devices (MUTCD)  
[http://mutcd.fhwa.dot.gov/resources/state\\_info/georgia/ga.htm](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 turn by turn route must be included
- ✓ Road closures will not include sidewalk closures unless pedestrian access adheres to Code 138-67 for Pedestrian Access
- ✓ Police officers hired and present for ALL closures
- ✓ Extensions and revisions must be submitted at least 5 days in advance
- ✓ Letters to resident and/or businesses must be completed and delivered in advance
- ✓ 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.
- ✓ Variable Message Sign (WMS) placed **5 business days** prior to closure

### **Full Street closures lasting up to 90 Days:**

1. A copy of detour route with signage and traffic management plan as per the Manual of Uniform Traffic Control Devices (MUTCD)
2. A copy of notification letter to residences and business within a 3 block radius informing them of the closure at least **five (5) business days prior** to the proposed closure.
3. A signed and dated letter (by the applicant) listing residences and businesses that were notified about the closure.
4. All residences and businesses affected by the closure must be notified.

### **Full Street closures lasting between 90 days to 6 months:**

1. A 30 calendar day notification will be provided by the applicant to businesses and residents that are located on or have access points on the street that is proposed for closure within a 1 block radius.
2. The applicant will be required to mail or hand delivery, a copy of the notice to the impacted Neighborhood Planning Unit (NPU) and neighborhood association representing the impacted street **30 calendar days prior to closure**.
3. Businesses and/or residents, impacted Neighborhood Planning Units (NPU) and/or neighborhood association within a 3 block radius should be notified at least **15 calendar days in advance**.
4. The applicant will be required to obtain signatures of receipt by the business owners, single family home owners or residents, signatures of the impacted property's managers or authorized representative of multi-family dwellings such as apartments and condominiums.
5. The applicant will be required to submit a copy of the document signed by impacted businesses and residents as outlined above.

### **Full Street closures lasting longer than 6 months:**

1. A 45 calendar day notification will be provided by the applicant to businesses and residents that are located on or have access points on the street that is proposed for closure within a one 1 block radius.
2. The applicant will be required to mail or hand deliver, a copy of the notice to the impacted Neighborhood Planning Unit (NPU) and neighborhood association representing the impacted street **45 calendar days prior to closure**.
3. Businesses and/or residents, impacted Neighborhood Planning Units (NPU's) and/or neighborhood association within a three (3) block radius should be notified at least **30 calendar days in advance**.
4. The applicant will be required to obtain signatures of receipt by the business owners, single family homeowners or residents, signatures of the impacted property's managers or authorized representatives of multi-family dwellings such as apartments and condominiums.
5. The applicant will be required to submit a sworn affidavit stating that he or she complied with notification requirements outlined above.