



55 TRINITY AVE., SW, ATLANTA, GEORGIA 30303-0324  
SUITE 4350, CITY HALL - SOUTH  
(404) 330-6165  
FAX: (404) 658-7552

### **Checklist for Lane/Sidewalk Closures**

- ✓ 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 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.**