



## Application for Temporary Street/Sidewalk Closure Permit

Return to: [traffic@charlottesville.gov](mailto:traffic@charlottesville.gov)

City of Charlottesville

Department of Public Works – Traffic Engineering

City Hall, PO Box 911

Charlottesville, VA 22902

434-970-3182

**Fees must be paid prior to authorization of closure. Applications are not processed after 3:30pm. Please make checks payable to the City of Charlottesville.**

**\$20 permit fee per on-street parking space closed per day.**

**\$10 permit fee per sidewalk closed per day.**

**\$50 permit fee per City right-of-way (street) used per day.**

Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone (check preferred method):  Office: \_\_\_\_\_  Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Street/Sidewalk to be Closed: \_\_\_\_\_

Address of Closure: \_\_\_\_\_ # of Parking Spaces to be Closed: \_\_\_\_\_

Reason for Closure: \_\_\_\_\_

Date(s) and Time(s) for Closure: \_\_\_\_\_

Will access to fire hydrant, post indicator valve, or FDC be visually or physically blocked?  Yes  No

Your request to temporarily close the above street/sidewalk/parking space is hereby approved based on the following conditions: Please initial that you have read and understand the following conditions.

1. Please submit this form together with other application materials (certificate of liability insurance naming the city as an additional insured, work zone certification, and traffic control plan) **NO LATER THAN ONE WEEK BEFORE YOUR PROPOSED CLOSURE START DATE** to the Department of Public Works – Traffic Engineering.
2. There is a **\$20 per day fee per on-street parking space temporarily closed and \$10 per day fee per sidewalk closure. There is a \$50 per day fee per City right-of-way (street) utilized. Fees must be paid prior to authorization of the closure.** Please make checks payable to the City of Charlottesville. Cash payment is accepted by the Department of Neighborhood Development Services located inside the 610 East Market Street entrance to City Hall. Please make arrangements to come to City Hall and obtain the approved closure permit, which should be kept at the job site.
3. You are not authorized to close or make any use of the public right-of-way unless and until you have furnished evidence of a public liability and property damage insurance contract, insuring your liability for personal injury or death, and for damages to property, resulting from your temporary use of the right-of-way. This insurance contract must have a combined single limit of at least \$1,000,000 (one million dollars), and **you must have the contract/insurance policy endorsed to name the City of Charlottesville as an additional insured.**
4. A sketch is required indicating the street(s)/sidewalk(s) to be impacted, including the specific street address(es) of dumpster and/or parking location(s). The sketch should show the following: city streets around the job site, the job site, sidewalks and public parking spaces affected (if any), the direction of the travel lanes (use arrows), and the temporary traffic control measures to be used to safely channel/detour traffic (e.g., cones, drums, Type III barricade, signals, signs, flagmen, etc. as required by the Virginia Department of Transportation (VDOT). These rules are found in the **VA Work Area Protection Manual**. The City will review the application for thoroughness and workability. Incomplete plans will be returned to the applicant for resubmittal.

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## City of Charlottesville

5. In the event any object(s), including, without limitation, any equipment, vehicles, temporary scaffolding, trailers, containers, etc., are to be located within the right-of-way during the period of your temporary use, the presence of any and all such object(s) must be specifically authorized in writing and included on the aforementioned sketch. The City reserves the right, prior to approval of any additional or other objects in the future, to require additional insurance coverage from you.

6. FULL LANE CLOSURES shall contact EOC daily at (434) 977-9041.

7. You will notify, **in writing**, nearby property owners/tenants affected by the temporary street/sidewalk closure, and/or dumpster placement at least seven days prior. Shorter timeframes are allowed for emergency repairs. (Please initial in the box)

x

8. Work on the Downtown Mall is restricted to the hours of 7:00 to 11:00 a.m. and 2:00 to 4:00 p.m.

9. Where public parking spaces are to be removed, you will place temporary signage stating the schedule for removal and restoration of the parking. **You must do this at least 48 hours prior to your closure.**  
(Please initial in the box)

x

10. No sign or other matter advertising anything or business shall be displayed in, on or above any portion of the public right-of-way during or in connection with your temporary use thereof.

11. Photographs of ADA compliant pedestrian detours/alternate routes are required for all projects which impact pedestrian facilities in the public right-of-way. **Photographs are to be submitted by email to [ada@charlottesville.gov](mailto:ada@charlottesville.gov) for approval before work commences.** In situations of noncompliance, contractors will be required to stop work until the detour/alternate route is corrected and approved as meeting the instructions for pedestrian accessibility in the public way during construction. (Please initial in the box)

x

**12. SHOULD YOU FAIL, AT ANY TIME, TO COMPLY WITH ANY AND ALL OF THE CONDITIONS STATED ABOVE, THE CITY MAY REVOKE YOUR PERMISSION TO USE THE RIGHT-OF-WAY AND REQUIRE YOU TO IMMEDIATELY CEASE ACTIVITIES AND REMOVE ALL OBJECTS AND EQUIPMENT.**

13. I have read and understand the instructions for pedestrian accessibility in the public way during construction.  
(Please initial in the box)

x

14. Please calculate the payment amount for the requested closures.

\*\* No refunds will be given unless work was NOT performed due to severe weather or emergency circumstances. Work may be rescheduled if possible.\*\*

	Number of Closures	Multiply	Number of Days	Multiply	Price	=	Sub-Total
Street Closure		x		x	\$50	=	
Sidewalk Closure		x		x	\$10	=	
Parking Closure		x		x	\$20	=	
						<b>Total</b>	

### FINES

Operating without a permit or with an expired permit: \$50 per day plus applicable permit cost.

Operating in the right-of-way after issuance of a Stop Work Order: Permit revoked without refund plus \$50 per day and applicable permit cost.

\*Please sign in the space indicated below and return this agreement, keeping a copy for your own

Acknowledged: \_\_\_\_\_  
Applicant/Title

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_  
City Official/Title

\_\_\_\_\_  
Date

Office Use Only:

Amount Paid \_\_\_\_\_ Date Paid \_\_\_\_\_ Cash/Check # \_\_\_\_\_

Account# 105-3901001000-422070