CITY OF HAGERSTOWN, MARYLAND

Department of Engineering

APPLICATION FOR PUBLIC RIGHT-OF-WAY DETOUR/CLOSURE

Location/Address of Closure: Application #

Applicant's Name: Phone #

Applicant's Address:

Date(s) of Closure: Rain Date(s): Start and End Times:
(30 days maximum)

Reason for Closure: # of Signs Requested:

Will emergency vehicle access be maintained? ☐ Yes ☐ No
If closure includes reserving metered parking spaces, list meter number(s): _____

FEES

To minimize disruption to the public and to ensure safety of traffic and pedestrians, this application applies to the closure of parking lanes, sidewalks, or travel lanes (non-excavation or street opening). Fees are as follows:

Application Fee (all applications)	.....	$ 10.00
Technology Fee (all applications)	.....	$ 5.00
Closure Fees *		
Sidewalks & non-roadway areas:**	$1.00 per day x _____ # days = ...	_____
Parking (no meters):	$1.00 per day x _____ # spaces x _____ # days = ... (per parking space or 20' increment)	_____
Parking (with meters):	$3.00 per day x _____ # spaces x _____ # days = ...	_____
Vehicular travel lane closure:**	$20.00 per day x _____ # days = ...	_____
Alley closure:**	$5.00 per day x _____ # days = ...	_____

TOTAL FEE = _____

* The following "closure fee" reductions apply:

1. Closure fee is waived if closure is on Saturday, Sunday, or a Holiday. Closure fee is waived if the closure is Monday-Friday between 5:00 p.m. and 9:00 a.m.
2. Sidewalk closure fee is waived if safe, handicap-accessible alternative walk path is provided in parking lane.
3. Closure fee is waived if in conjunction with another permit (i.e., curb & sidewalk, building, street cutting, etc.)

** Vehicular and/or pedestrian Traffic Control Plans may be required before issuance of permit

Upon approval by the Engineering Division, the staff will issue sufficient "No Parking" signs**. Permittee is responsible for reading and complying with all conditions listed on the permit.**

_____ _____ _____ _____
APPLICANT DATE CITY ENGINEER OR REPRESENTATIVE DATE

Revised 09/30/2021

Engineering Department
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