



CITY OF HAGERSTOWN, MARYLAND

Department of Parks and 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 02/14/2019

Parks and Recreation Division

351 North Cleveland Avenue • Hagerstown, MD 21740
Ph: 301.739.8577 Ext. 169 • Fax: 301.790.0171

Engineering Division

1 East Franklin Street • Hagerstown, MD 21740-4817
Ph: 301.739.8577 Ext. 125 • Fax: 301.733.2214

Planning & Code Administration Payment Information

Name as it appears on Credit Card _____

Credit Card Number (16 digits) _____

Expiration Date of Credit Card (MM/YY) ____ / ____

Type of Credit Card: Visa Mastercard Discover

Customer Validation Number: ____ (Last 3-digit-number on back of the card)

Billing Address _____

Name of Contac Person _____ Telephone _____

ALL information is required or payment will not be processed

A \$2.00 convenience fee will be charged on all faxed permit applications.

Fax Application and Payment Information form to:

301-791-2650