

**PURPOSE OF A CLOSING PERMIT**

A Closing Permit is required for the temporary closing of any part of the right-of-way, including the bike path, sidewalk, tree lawn, parking spaces, 1 travel lane or the entire street or alley.

**SUBMITTAL REQUIREMENT CHECKLIST**

<input type="checkbox"/> <b>Application</b>	<input type="checkbox"/> <b>Site Plan Showing Placement of Barricades And Signs</b>	<input type="checkbox"/> <b>Names and Addresses of Property Owner/Users Notified</b>	<input type="checkbox"/> <b>Written Copy of Notification</b>
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<b>APPLICANT INFORMATION</b>	<input type="checkbox"/> <b>Primary Contact</b>	<input type="checkbox"/> <b>Billing Contact</b>
<b>Company Name:</b>		
<b>Contact Person First Last Name:</b>		
<b>Mailing Address:</b>		
<b>Phone Number:</b>	<b>Email:</b>	

**CLOSING INFORMATION**

<input type="checkbox"/> <b>Bike Path</b>	<input type="checkbox"/> <b>Sidewalk</b>	<input type="checkbox"/> <b>Tree Lawn</b>	<input type="checkbox"/> <b>Parking Space(s) _____*</b>
<input type="checkbox"/> <b>1 Travel Lane</b>	<input type="checkbox"/> <b>Entire Street**</b>		<input type="checkbox"/> <b>Entire Alley**</b>

**Location of Closing:**

<b>Closed From Date:</b>	<b>Time:</b>	<b>To Date:</b>	<b>Time:</b>
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**Purpose of Closing:**

<b>NOTICES</b>
All requests for a Closing Permit shall have a site plan attached showing the areas to be blocked or closed to the public and the signage, drums and barricades to be used.
*“No Parking” signs must be posted 48 hours in advance of closing parking spaces.
**Person making request to close the <b>entire street or alley</b> must notify property owners/users on the above street or alley in advance of closing, and provide access to those property owners/users of the closed street or alley, as necessary. Please attached a list of names and addresses of property owners/users notified, and a copy of the written notification.

<b>ACKNOWLEDGMENT AND AUTHORIZATION</b>	
The undersigned acknowledges that the information provided herein is accurate to the fullest extent of their knowledge.	
_____	_____
<b>Applicant Name</b>	<b>Date</b>
_____	_____
<b>Applicant Signature</b>	<b>Title</b>

**WORK ZONE REQUIREMENTS**

All requests for a "Closing Permit" shall have a drawing attached showing the areas to be blocked or closed to the public and the signage, drums and/or barricades to be used.

All work zone set-ups within the City of Piqua street right-of-way shall comply with the requirements as set forth in the current Ohio Manual of Uniform Traffic Control Devices, OMUTCD.

**ENTIRE STREET/ALLEY CLOSING**

**Type 3 Barricade**  
With "Road Closed" sign attached

**Direction Indicator Barricade**

**Drum for use with the**

**SIDEWALK, TREE LAWN, PARKING SPACE**

**Cone**

**Sidewalk Only**

**Pedestrian Detour Signs**

**Type 1 Barricade**

**Type 2 Barricade**

**\* WARNING LIGHTS OPTIONAL**