



Application for Temporary Street/Sidewalk Closure Permit

Please Return To: City of Charlottesville
Department of Neighborhood Development Services
P.O. Box 911, City Hall
Charlottesville, VA 22902
Telephone (434)-970-3319 Fax (434)-970-3359

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.

Please make arrangements to come to City Hall and obtain the approved closure permit. Permits must be kept at the job site.

Name/Title: _____ Date: _____

Company: _____ E-mail Address: _____

Mailing Address: _____

Phone (check preferred method): Office: _____ Mobile: _____ Fax: _____

Street/Sidewalk to be Closed: _____

Limits of Closure: _____ Number of On-street Parking Spaces to be Closed: _____

Reason for Closure: _____

Date(s) and Time(s) for Closure: _____

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, and traffic control plan) **NO LATER THAN ONE WEEK BEFORE YOUR PROPOSED CLOSURE START DATE** to The Department of Neighborhood Development Services, City of Charlottesville, 610 E. Market Street, P.O. Box 911, Charlottesville, Virginia 22902, FAX (434) 970-3359, Telephone (434) 970-3182. This department will contact you and inform you of the request status.
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.

Application for Temporary Street/Sidewalk Closure Permits

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. 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
7. 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.
8. 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
9. 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.
10. **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.**
11. I have read and understand the instructions for pedestrian accessibility in the public way during construction. (Please initial in the box) x
12. 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.org 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
13. 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	=	
						Total	

Example: Street Closure: 1 street x 3 days x \$50 = **\$150**; or Parking Closure: 2 parking spaces x 3 days x \$20 = **\$120**

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

Acknowledged: _____
Applicant/Title
Date

Approved: _____
City Official/Title
Date

Approved: _____
City Official/Title
Date

Office Use Only:

Amount Paid _____ Date Paid _____ Cash/Check # _____
 Account# 105-3901001000-422070



Pedestrian Accessibility in the Public Way During Construction

Construction within the City of Charlottesville

Background

A permit to work in the public way is required whenever construction activities occur in the public rights-of-way in the City of Charlottesville. This guide has been developed to summarize steps that need to be taken to ensure appropriate pedestrian access while construction is underway.

Construction sites can be particularly hazardous to pedestrians with mobility or visual impairments if proper precautions are not maintained. The following guidelines included in City policy are based on requirements of the Manual of Uniform Traffic Control Devices (MUTCD). The MUTCD is published by the Federal Highway Administration.

Any construction that impacts a public street or sidewalk should consider the following:

- Advanced warning and guidance signs
- Adequate illumination and reflectors
- Use of temporary walkways
- Channeling and barricading to separate pedestrians from traffic
- Adequate barricading to prevent visually impaired pedestrians from entering work zones
- Wheelchair accessible alternate pedestrian circulation routes with appropriate signage

Alternative Circulation Path for Pedestrians

The alternate circulation path shall have a **minimum width of 48*** inches and parallel the disrupted pedestrian access route when practicable. Barricades and channelizing devices shall be continuous, stable, non-flexible, and shall consist of a wall, fence, or enclosure specified in section 6F of the MUTCD. A solid toe rail should be attached such that the bottom edge is 2 inches minimum and 6 inches maximum above the walkway surface. The top rail shall be parallel to the toe rail and shall be located 32 inches minimum and 42 inches maximum above the walkway surface. If drums, cones, or tubular markers are used to channelize pedestrians, they shall be located such that there are no gaps between the bases of the devices in order to create a continuous bottom, and the height of each individual device shall be no less than 36 inches.

**R202.3.1 Existing Physical Constraints. Where existing physical constraints make it impracticable for altered elements, spaces, or facilities to fully comply with the requirements for new construction, compliance is required to the extent practicable within the scope of the project. Existing physical constraints include, but are not limited to, underlying terrain, right-of-way availability, underground structures, adjacent developed facilities, drainage, or the presence of a notable natural or historic feature.*

Barricade Locations

Barricades shall be installed at the following locations:

- Between the pedestrian access route and any adjacent construction site (see example D)
- Between the alternate circulation path and any adjacent construction site (see example C)
- Between the alternate circulation path and the vehicular way, if the alternate circulation path is diverted into the street (see example D)
- Between the alternate circulation path and any protruding objects, drop-offs, or other hazards to pedestrians (see example F)
- At the down curb ramp of an intersection, if the opposite up curb ramp is temporarily and completely blocked, and no adjacent alternate circulation path is provided. (both curb cuts at opposite sides of the intersection should have barriers, even if only one side is under construction, to avoiding stranding a person in the intersection)

Warnings and Signage

Warnings shall be located at both the near side and the far side of the intersection and preceding signage shall be located at the intersection preceding the blocked way. Where directional signage or warnings are provided, they should be located to minimize backtracking, especially if there is no safe refuge at a corner under construction. In some cases, this could mean locating a warning or sign at the beginning of a route, not just at the inaccessible site.

City Department Responsibilities

When contractors are used to perform construction projects for the City, it will be the responsibility of the Department who enlists the contractor to assure all areas of the construction site comply with the applicable local, state, and federal accessibility standards. Any contractor who performs work within the City must ensure that temporary construction areas are designed and constructed to meet all accessibility standards such that individuals with disabilities can approach, enter, and exit the areas safely and unimpeded. Temporary construction sites should be designed in a manner that is sensitive to the special needs of pedestrians with disabilities. All City contracts that require temporary construction measures must include language requiring all accessibility measures be met and that barriers used for the sites meet current accessibility requirements.

Additional Barricading Guidelines

The contractor shall require that no construction materials be stored or placed on the path of travel. The contractor shall maintain the construction barriers in a sound, neat and clean condition. The contractor shall clean public walkways adjoining the construction site of accumulated trash and debris. The contractor's construction operations shall not occupy public sidewalks except where pedestrian protection is provided. The contractor shall not obstruct free and convenient approach to any fire hydrant. The continuous clear width of pedestrian access routes (exclusive of the width of the curb) must be four feet minimum. The contractor shall remove barriers and enclosures upon completion of the work in accordance with applicable regulatory requirements and to the satisfaction of Neighborhood Development Services of the City of Charlottesville.

Barrier Examples

