

APPLICATION FOR STREET AND PARKING SPACE CLOSURE

City of Athens Public Works Department
219 Alford Street, Athens, TN 37303
423-744-2745
publicworks@athensn.gov



REQUESTER INFORMATION

Individual/Business	Phone
Address	Cell Receive Text Messages? Yes No
City/State/Zip	Email

CONTACT INFORMATION

Contact Person	Phone
Address	Cell Receive Text Messages? Yes No
City/State/Zip	Email

CLOSURE DETAILS

Request closure in writing to Public Works Department **minimum** three (3) days prior to closure start date.

Reason for Closure			
Type of Closure	Utility/Construction	Parking	Partial Street Full Street Other
Closure Starting Date	Starting Time	AM PM	Other (Explain)
Closure Ending Date	Ending Time	AM PM	Will Closure Remain in Effect Outside Working Hours Yes No

CLOSURE LOCATION

Example:

Location Requested Closed Full Closure of College Street	From White Street	To Jackson Street
Location Requested Closed 4 Parking Spaces	From 115 E Washington Ave	To 117 E Washington Ave
Location Requested Closed	From	To
Location Requested Closed	From	To
Location Requested Closed	From	To
Location Requested Closed	From	To
Location Requested Closed	From	To
Location Requested Closed	From	To
Location Requested Closed	From	To
Location Requested Closed	From	To

For assistance determining streets or parking spaces requested closed, please contact the Traffic Control Foreman at City of Athens Public Works Department, 219 Alford Street or call (423) 744-2745.

For additional locations, please list on an 8 ½ x 11 sheet of paper and attach to this request form in the above format.

STREET CLOSING REQUEST MAP

For assistance mapping locations, please contact the GIS Technician at City of Athens Public Works Department, 219 Alford Street or call (423) 744-2774.

Map should include plans for traffic control during the closure. This map will be reviewed for safety and proper signage.

FIRE LANE REQUIREMENT

Contact the City of Athens Fire Department at 815 N. Jackson Street or call (423) 744-2760 if you have questions.

The Athens Fire Department requires that all roads, even if they are closed, maintain a 12 foot unobstructed lane. No objects may be placed in the road that would restrict a fire truck from accessing.

Does your closing request include a 12 foot unobstructed lane on each road?

YES, 12 foot unobstructed lanes **ARE**
included in closing plan.

NO, 12 foot unobstructed lanes **ARE NOT**
included in closing plan.

INSURANCE REQUIREMENTS

Requesters of **ALL** closings must carry Liability Insurance in an amount **no less** than \$1,000,000, and if vehicles are used during the closure, Vehicle Insurance in an amount of **no less** than \$1,000,000. The City of Athens, 815 N. Jackson Street, Athens, TN 37303 **must** be listed as "additionally insured" and submitted on a standard ACORD Certificate of Liability Insurance form. Requesters **must** include the ACORD Certificate of Liability Insurance form with the Request Form. Closing Requests will **NOT** be processed unless the ACORD Certificate of Liability Insurance form is submitted with the Request Form.

(Check One) Liability & Vehicle Insurance-
Vehicles will be used in this closing

Liability Insurance only-
No vehicles will be used in this closing.

CITY EQUIPMENT USED / LOANED

Requesters may borrow equipment such as traffic cones, A-Frame & Saw Horse Barricades, Signs, Traffic Tape, Stop/Slow Paddles, Lights, Gloves, and Safety Vests for closings. See replacement cost chart on Page 5 for lost/stolen/damaged items.

Item Description	Quantity	Unit Price	Total
Item Description	Quantity	Unit Price	Total
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Requester accepts responsibility for the loaned city equipment as listed above. By signing below, the Requester agrees to reimburse the City of Athens the replacement cost of items lost, stolen, damaged, or not returned to the city after the requested closing has ended.

Requester's Signature

Date

COMMUNICATIONS

If closing may affect access to properties in the requested closing area, using Page 4, Requester must obtain signatures from all affected parties stating they have no objections to the requested closing.

A representative from the City of Athens will contact the Requester to advise of either approval or denial of the requested closing or to request additional information if needed. This contact may be by phone, email or U.S. Postal Service mail.

The City of Athens will issue a Press Release in advance of all non-emergency closures.

AFFECTED OWNERS / BUSINESSES / RESIDENTS

I, the undersigned, have read the above closing information and I understand that this closing may affect access to my property. By signing below, I am acknowledging that I have no objections to the requested closing for the days, dates, or times being requested.

Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
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Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature
Name	Address	Phone Number	Signature

For additional parties, please list on an 8 ½ x 11 sheet of paper and attach to this request form.

This document has been designed to establish clearly defined communications between all parties involved and/or affected by street and/or parking space closings within the corporate city limits of the City of Athens.

Your participation in the collection of precise and accurate information is greatly appreciated by all those involved.

PLEASE RETURN COMPLETED FORM TO:
(In Person)

CITY OF ATHENS PUBLIC WORKS DEPARTMENT
219 ALFORD STREET
ATHENS, TN 37303

PLEASE RETURN COMPLETED FORM TO:
(Mail)

CITY OF ATHENS PUBLIC WORKS DEPARTMENT
815 N JACKSON STREET
ATHENS, TN 37303

EMAIL TO:

publicworks@athenstn.gov

ESTIMATED REPLACEMENT COSTS OF EQUIPMENT

Pricing for additional items may be determined during closing request process.

Item Description	Price Each		
#1 Barricade (A-Frame)	\$ 75.00		
#2 Barricade (Sawhorse)	\$128.00		
Orange Safety Cone w/Reflective Collar	\$ 23.00		
Traffic Barrels w/ base	\$ 70.00		
Flashing Light w/ 6V battery	\$ 26.00		
Detour Sign	\$ 55.00		
Parking Sign	\$ 80.00		
Road Closed Sign	\$ 80.00		
Road Closed To Thru Traffic Sign	\$ 98.00		
Event Parking Sign	\$ 80.00		
Lane Closed Sign	\$150.00		
Sign Stand	\$150.00		
Stop/Slow Paddle	\$ 50.00		
Litter Sticks	\$ 10.00		
Litter Grabbers	\$ 20.00		
Traffic Tape	\$ 6.00		
Safety Vest (Disposable)	\$ 2.00		
Safety Vest (Mesh)	\$ 18.00		

SIGNATURES OF APPROVAL (For City Use Only)

Traffic Control Foreman	Date
Parks & Recreation Director	Date
Police Chief	Date
Fire Chief	Date
Risk Management Director	Date
City Manager	Date
Public Works Director	Date