

# APPLICATION FOR ROAD, LANE, OR SIDEWALK CLOSURE

**SUBMIT TO:**

Traffic Engineering  
Attn: Mike Dunbar  
2795 Lexington Rd.  
Athens, GA 30605

[mike.dunbar@accgov.com](mailto:mike.dunbar@accgov.com)  
[caleb.elder@accgov.com](mailto:caleb.elder@accgov.com)

ATHENS-CLARKE COUNTY

DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS

PHONE: (706) 613-3460 FAX: (706) 613-3463

*(updated 1/7/26)*

**ROW ENCROACHMENT Permit #** \_\_\_\_\_

**APPLICANT** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**24 HOUR CONTACT PERSON:** \_\_\_\_\_

**MOBILE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**APPLICATION IS HEREBY MADE FOR ROAD/ LANE/SIDEWALK CLOSURE AS FOLLOWS:**

**STREET:** \_\_\_\_\_ **FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**TYPE OF CLOSURE:** \_\_\_\_\_ **ROADWAY** \_\_\_\_\_ **LANE** \_\_\_\_\_ **LANE RESTRICTION** \_\_\_\_\_ **SIDEWALK** \_\_\_\_\_  
\_\_\_\_\_ **INTERMITTENT LANE** \_\_\_\_\_ **INTERMITTENT LANE RESTRICTION** \_\_\_\_\_

**DATE OF CLOSURE:** \_\_\_\_\_ **BEGIN** \_\_\_\_\_ **END** \_\_\_\_\_

**TIME OF CLOSURE:** \_\_\_\_\_ **BEGIN** \_\_\_\_\_ **END** \_\_\_\_\_

**PURPOSE OF CLOSURE:** \_\_\_\_\_

**ROAD, LANE, OR SIDEWALK CLOSURE REQUIREMENTS:**

1. Applicant is responsible for obtaining a right-of-way encroachment permit from T&PW Engineering Division prior to submitting road/lane/sidewalk closure request. **Per permit - Fee for lane or sidewalk closure is \$76.00 due upon receipt of permit. NEW! Per permit - Road Closure w/Detour Traffic Control Plan \$165.00.**  
**We accept: Cash (please bring exact amount of fee) OR Check Payable to: Athens Clarke County.**
2. Applicant must submit road, lane, or sidewalk closure permits to T&PW Traffic Engineering, Tim Griffeth, **by 12:00 noon on Thursday, the week prior to the work being done.**
3. Applicant is responsible for notifying adjacent property owners 24 hrs. prior to the closure and shall maintain access to all sidewalks and driveways.
4. Applicant is responsible for providing work zone which meets the standards set forth in the *Manual on Uniform Traffic Control Devices (MUTCD)*. **You must attach your copy of your traffic control plan.**
5. Applicant shall protect existing utilities, storm drains and structures from damage and shall be responsible for any repairs required as a result of the applicant's actions, omissions or negligence.
6. Applicant indemnifies and hold harmless the Unified Government of Athens-Clarke County and its officers, agents and employees from all liability, loss, cost and expenses, including attorney's fees, that may result from the applicant's failure to take all necessary precautions for preventing accidents, injuries and/or damage to property.

**THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.**

*Applicant Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

**FOR OFFICE USE ONLY:** \_\_\_\_\_

**APPROVED** \_\_\_\_\_ **DENIED** \_\_\_\_\_

**SPECIAL REQUIREMENTS/COMMENTS:** \_\_\_\_\_

*Traffic Engineer* \_\_\_\_\_

*Date of Approval* \_\_\_\_\_