



CITY OF ANN ARBOR, MICHIGAN
100 N. Fifth Avenue, Ann Arbor, MI 48104
Phone: (734) 994-2674, Fax: (734) 994-8460

Barricade Permit Procedures

You have requested information on the City of Ann Arbor's procedures for closing or occupying a section of the public right-of-way including streets and sidewalks. They are as follows:

1. Applicant must fill out a Barricade Permit Application (attached) from Planning & Development Services and check the appropriate box of the area to be occupied (if both street and sidewalk are to be occupied, check each one). Applicants should specify the total amount of each area to be occupied in the appropriate space on the form. Applicants should identify the dates of occupancy.
2. Applicant must provide a current copy of their liability insurance to Planning & Development Services. The insurance must be amended to name the City of Ann Arbor as the certificate holder and additional insured party as it relates to the work being performed. Depending on the amount of the time requested, the policy's cancellation clause may have to be modified to meet the City's insurance requirements. Please refer to the attached document for information regarding insurance requirements including the proper level of insurance necessary.
3. Applicant must submit a diagram or plan identifying the area to be closed, all traffic control devices and screening and safety devices to be used. Street and/or sidewalk locations (to the nearest property address) and a scale should be included. If the occupancy involves the placement of a construction dumpster in the vehicle traffic area, regulations for placing a dumpster in the public right-of-way (attached) must be complied with.
 - A. If the work will require the closing of a traffic lane, Applicant must fill out a Lane Closure Permit Application. Applications are available for download from the Form section of Project Management's site on the City web page. Applicants should review and be familiar with the City of Ann Arbor's Project Management guidelines regulating Traffic and Pedestrian Control and Access.
4. Submit the entire package to Planning & Development Services for review.

Once Planning & Development Services staff determine the application package is complete, they may issue the permit. Applicants will then be directed to the Project Management Unit to complete a Lane Closure Permit, if required. Failure to obtain said permit will immediately terminate the Barricade Permit. Barricade Permits are valid only for the dates approved by Planning & Development Services.

A minimum of 24 hours is required for review and processing.



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Application For Permit To Occupy Public Property or Erect A Barricade

Date: _____

Location of area to be occupied _____

Between _____ St/Ave and _____

Applicant/Permit Holder _____

Applicant's Address _____

Reason to barricade site (type of barricade, etc.) _____

Name and phone # of container contractor if applicable _____

Application is hereby made to occupy a portion of public property or public street in accordance with application, plans, and specifications submitted to and approved by the Planning & Development Services. This permit is conditioned upon full compliance with applicable laws and regulations and may be revoked for failure to comply therewith.

Applicant Signature _____

Occupancy will begin on _____, 200__ and end on _____, 200__

This is a total of _____ days

Total area to be occupied is _____ feet long by _____ feet wide.

Total area is _____.

Street Occupancy \$.015 (1.5 cents) per ft² per day \$ _____

Sidewalk Occupancy \$.05 (5 cents) per ft² per day \$ _____

Add \$20.00 Processing Fee \$ 20.00

Total Permit Cost \$ _____

Ins Exp: _____

Official Use Only

(Contingent on Approval of Project Management Unit)

Public Services: Transportation

Community Services: Planning & Development

Approved by: _____

Approved by: _____

Date: _____

Date: _____



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The City of Ann Arbor requires that you provide evidence of proper liability insurance coverage in order to obtain this permit. You or your insurance company must submit a valid certificate of insurance with the following information:

- The City of Ann Arbor is the Certificate Holder.
- The City of Ann Arbor named as additionally insured.
- The insurance must be valid throughout the entire project.
- The policy must be signed and dated by the authorized agent. If your agent is faxing this information to the Planning & Development Services Unit, they should send it to the attention of Planning and Development Services at (734) 994-8460. We will only accept a faxed copy from the agent and not from your office. Both the front and back sides of the form must be faxed, even if it is blank.
- The cancellation clause must be amended to meet the City Attorney's office requirements including:
 - Remove the words "endeavor to".
 - Provide for "10 days written notice to the certificate holder named to the left".
 - Remove all language beginning with "but failure to mail..." to the end of the clause ending with "agents or representatives".

The required level of insurance, outlined below, is prescribed by City Code.

<u>CHAPTER APPLICATION</u>	<u>LIABILITY AMOUNTS</u>
14 – City Contractor	\$500,000 per contract
47 – Banner	\$500,000; \$50,000
47 – Excavator – General	\$500,000; \$50,000
47 – Excavator – Single Family Residence	\$100,000
47 – House Mover	\$500,000; \$1,000,000; \$50,000
47 – Sidewalk Occupancy	\$500,000; \$50,000
61 – Sign Owner or Erector	\$50,000; \$100,000; \$25,000
79 – Peddler/Solicitor	\$500,000; \$50,000
93 – Fire Alarm Installer	\$200,000; \$400,000, \$100,000
126 – Parade/Competitive Event	\$250,000; \$500,000
126 – Non Competitive Event	\$250,000; \$500,000

Please submit this information along with your application or processing may be delayed until the necessary information is received.



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Dumpsters in the Public Right of Way **(Temporary Replacement)**

The following is required: (Requires 24 hour advance notice)

I. When at a parking meter:

B. Requires a **Barricade Permit**: must have Liability Insurance* filed with the Planning & Development Services Unit

1. Street: .015 cents/ft²/day
2. Sidewalk: .05 cents/ft²/day
3. Also includes a \$20 processing fee

**(See Insurance Guidelines)*

Need **Meter Bags** from Republic Parking System, 324 Maynard Street, Ann Arbor, MI 48104
(734) 761-7235

C. \$15 per bag per day plus deposit

1. Office hours are 8:00 a.m. to 5:00 p.m. – (734) 761-7235

II. When in an alley, loading zone, non-metered parking area, sidewalk or other right-of-way location:

A. Requires a **Barricade Permit**: must have Liability Insurance* filed with the Planning & Development Services Unit

1. Street: .015 cents/ft²/day
2. Sidewalk: .05 cents/ft²/day
3. Also includes a \$20 processing fee

**(See Insurance Guidelines)*

B. If in street: Requires a **Lane Closure Permit**. Applications are available for download from the Form section of Project Management's site on the City web page. **Must apply reflective tape to both ends of dumpster.**



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Traffic and Pedestrian Control and Access

The contractor shall maintain local vehicular and pedestrian traffic and access to all properties, private drives, etc., throughout the project at all times unless otherwise noted on the plans and arranged and approved in writing by the Public Services Administrator. Traffic control devices and personnel to control and direct traffic movement to residences along a road are the responsibility of the contractor. Traffic control shall meet or exceed all MDOT minimum requirements, and be in accordance with Part VI of the current edition of the Michigan Manual of Uniform Traffic Control Devices (MMUTCD).

The Contractor shall maintain two-way traffic on major streets, access for local traffic on local streets, and keep intersections open to traffic at all times, unless specifically authorized otherwise in writing by the Public Services Administrator.

If it is expected that road closure will be necessary during certain construction operations, this shall be minimized as much as possible and limited to a maximum of 500 feet at any time, and a time duration of 48 hours maximum. Approval for such road closure must be obtained in writing by the Contractor from the Public Services Administrator prior to the closure. The Contractor shall notify each residence in writing a minimum of two days prior to such closure. A copy of this notice shall be supplied to the Public Services Administrator, City Solid Waste, Police and Fire Departments, Ann Arbor Transportation Authority (AATA), Ann Arbor Public Schools, and U.S. Postal Service, a minimum of two working days prior to the closure. Emergency access to all residences must be maintained at all times. The Contractor shall obtain a Lane Closure Permit from the Project Management Unit, a minimum of two working days in advance of any street closing or restriction of traffic.

Pedestrian traffic shall be maintained at all times. For maintaining normal pedestrian traffic while performing sidewalk and driveway repair, lighted Type II barricades shall be placed by the Contractor, as directed by the Public Services Administrator. Reflective "Sidewalk Closed-Cross Here" signs shall be placed by the Contractor, as needed and as directed by the Public Services Administrator.

Parking violation citations issued to the Contractor, subcontractors and material suppliers, including their employees, shall be enforced under the appropriate section(s) of the City Code.

Existing City owned signs which are damaged by the contractor during the course of construction will be repaired by the City at the Contractor's expense.

The Contractor shall temporarily cover conflicting traffic and/or parking signs only when directed by the Public Services Administrator. In addition, the Contractor shall submit a plan to the Public Services Department indicating the signs to be covered, for review and approval by the Public Services Administrator.

Where there is metered parking, the Contractor shall obtain, install and maintain at the Contractor's expense meter bags from Republic Parking (734) 761-7235.