



# Temporary Closure Permit Application

City-County Development Services Center

101 City Hall Plaza, Durham, NC 27701 | [temporarclosures@durhamnc.gov](mailto:temporarclosures@durhamnc.gov) | 919-560-4137

Applications will not be accepted without a Closure Plan (Traffic Control). **Submit 2 weeks in advanced of scheduled closure request dates.**

## Planning

### SECTION I. PERMIT APPLICATION DIRECTIONS

1. Submit an application form and Closure Plan for review. The applicant is the individual who is responsible for the temporary closure (contractor, property/homeowner, etc.). All sections must be completed. If a section (or part of a section) does not apply to your request, please mark the section (or part of the section) as "N/A".
2. Once completed submit Application and Closure Plan to <https://www.durhamnc.gov/4877/Right-of-Way-Permits>.
3. A copy of the Closure Permit must always be kept on site. All structures (Dumpsters, PODs, etc.) stored in the ROW must have a copy of the issued permit always attached to them.
4. If this is an extension request for an existing permit please include previous permit number.

### SECTION II. CLOSURE PLAN REQUIREMENTS (REQUIRED FOR ALL APPLICATIONS):

- The Closure Plan must include:
  - Description of closures and associated locations (provided on minimum size of 8.5"x11").
  - Detour plan with associated markage/signage plan where travel paths are blocked (provided on minimum size of 8.5"x11").
  - Closure Plan should include location in relation to the nearest intersection, as well as work to take place or type of structure to be placed in the closed area.
  - Provide any potential overlap from special events and scheduled of adjacent construction; and bus or train routes with an explanation of the associated effects.

### SECTION III. CLOSURE PERMIT LIMITATIONS:

- NCDOT lane closures require concurrent review by NCDOT within the City of Durham\*.
- Typically, temporary road closure hours are from 9am-4pm
- Closures allowed during special events are reviewed on a case-by-case basis.
- Blocking of bus stops and fire lanes is not permitted under this permitting process.
- Special events permit (Block Parties, Parades, etc.) is a separate process and will require a separate application that can be found at this link <https://dprplaymore.org/515/Special-Events---Calendar-Permits>.

### SECTION IV. DAMAGES TO THE ROW:

- The ROW will be inspected for damages. If damages are found, the applicant will be responsible for all repairs associated with the permit closure and work completed under this permit.

### SECTION V. DUMPSTER, STORAGE, AND POD REQUIREMENTS:

- Provide documentation for why the dumpster cannot be placed on private property rather than the ROW.
- Dumpster must have a license plate with Dumpster company phone number/website, otherwise a permit will not be issued.
- Dumpsters are to be placed along the side of the street at the property address provided on the application.
- The dumpster must be placed at least 50' away (unless circumstances require an exception) from the nearest intersection, to provide smooth traffic operation.
- The dumpster shall not block neighborhood traffic, driveways, or pedestrian walkways.
- If traffic mobility complaints are received about the location of the dumpster on the street, it will need to be relocated to the driveway of the property or be removed.
- Red reflective devices shall be used to allow visibility to traffic (reflective devices may either be attached to the dumpster or on a barricade placed adjacent to the dumpster with reflective cones).

**\*Note:** If the applicant is proposing a partial or full closure on a state-maintained road, the applicant needs to obtain approval or an easement agreement from the NCDOT Highway Division 5 District 2 office (919-317-4770) before submitting an application to the City of Durham. For closures on state-maintained roads, the detour routes should also be state-maintained. Do not detour traffic from state-maintained roads onto city-maintained roads.

\*(must be 2 weeks out from request date)

**PERMIT INFORMATION (TO BE COMPLETED BY APPLICANT):**

**Applicant Information:**

|                 |  |          |  |
|-----------------|--|----------|--|
| Contact person: |  | Company: |  |
| Email Address:  |  | Phone:   |  |

Closure Date(s):\* \_\_\_\_\_ To \_\_\_\_\_

Street Name closure is on: \_\_\_\_\_

Project address, cross streets or other location identifiers. (If this is an extension request include previous permit number):

SEE [TRANSPORTATION COMPREHENSIVE PLAN](#) FOR INFORMATION TO DETERMINE R.O.W. AND ROAD TYPE

Closure of (select all that apply):  City ROW,  NCDOT ROW,  City/County Property

Total days closed: \_\_\_\_\_

**Select all closure types for this permit:**

| Closure type                      | Time/Days Closed | Quantity | Length (Linear Feet) |
|-----------------------------------|------------------|----------|----------------------|
| Major Thoroughfare Lane Closure   |                  | Lanes    | Lf                   |
| Other Street Lane Closure         |                  | Lanes    | Lf                   |
| Sidewalk Closure                  |                  | Sides    | Lf                   |
| Parking Space Closure (Metered)   |                  | Spaces   | Lf                   |
| Parking Space Closure (Unmetered) |                  | Spaces   | Lf                   |

**Applicable fees per closure type (select all that apply):** [Refer to Fee Schedule on page 3](#)

|   |  |    |   |
|---|--|----|---|
| <input type="checkbox"/> Lane:                    | <input type="checkbox"/> Major Thoroughfare (day/ lane), | or | <input type="checkbox"/> Other Street (day/ lane)   |
| <input type="checkbox"/> Sidewalk:                | <input type="checkbox"/> Design District (day/ side),    | or | <input type="checkbox"/> Other District (day/ side) |
| <input type="checkbox"/> Unmetered Parking Space: | <input type="checkbox"/> (day/ space) Monday-Sunday      |    |   |
| <input type="checkbox"/> Metered Parking Space:   | <input type="checkbox"/> (day/space) Monday-Sunday       |    |   |

**For Dumpster Permit Only:**

Plate # with Dumpster Company phone number/website: \_\_\_\_\_

**Total (As Applicable):** [Refer to Fee Schedule on page 3](#)

\$130.00 Base Fee + \$\_\_\_\_\_ Closure + \$\_\_\_\_\_ 4% Technology Surcharge = \$\_\_\_\_\_ Total (Due when the permit review is complete and approved)

**Description of work to be completed during closure:**

Storage (Dumpster/POD/etc.),  Construction Activities \_\_\_\_\_,  
 Building Permit #: \_\_\_\_\_,  Site Plan #: \_\_\_\_\_, CONSTRUCTION Drawing #: \_\_\_\_\_,  
 OTHER: \_\_\_\_\_

**Additional Comments:**

**APPLICATION REQUIREMENTS NOTE:**

I certify that all the information included on this application and attached documentation is complete and accurate, and I understand that any omissions will result in disapproval of this application. I understand fees will be charged for review for omissions resulting in disapproval of initialed requirements for applications at the full rate of the initial review.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SIGNOFF (FOR OFFICE USE ONLY):**

|                                      |  |       |  |
|--------------------------------------|--|-------|--|
| Development Services Center Signoff: |  | Date: |  |
|--------------------------------------|--|-------|--|

# Temporary Closures Application Fee Schedule

Related Fees, **Effective July 1, 2023**

Development Services Fees and Payment Menu – Planning and Related Public Works, Transportation, and Water Management Fees

## 18. Right-of-Way Temporary Closures - Planning

- Right-of-Way permits, **except temporary right of way closure permits**, are issued through Engineering (Public Works) and include various permits for improvements within the public right-of-way. See Engineering Department Fees, [5.3, Engineering Construction in Right-of-Way Permit \(PW Permit\)](#).
- Right-of-way temporary closures, issued through Planning, are **temporary** closures of street lanes, **partial or complete closure of sidewalks, and occupation of time-limited parking spaces and loading zones** for a defined period during construction of adjacent properties. All temporary closure requests require the base fee plus the fee-per-day for affected portions of the **public right-of-way**. Technology fees are included in the payment amounts shown below, except as noted.
- [Processing fees](#) apply according to payment method and are extra and added at checkout. **DO NOT include Processing Fee in Total Fee \$.**

| Fee Type  | Description   | Total Fee \$ and Type with Label   | Parts of Total   | Fee Details   |
|---|---|--|--|---|
| <a href="#">Right-of-Way Permit, Engineering</a>  | See <a href="#">Engineering Department fees</a>   | See <a href="#">5.7</a>  |  | See <a href="#">5.7</a>   |
| 18. Right-of-Way Temporary Closure, Application Base Fee, Planning<br>+ Add fees below, as applicable | Base fee applies to all temporary closures; add fees below, as applicable; includes technology, except metered parking space fees | <b>\$130 base fee</b><br><b>+ Total of Applicable Items Below</b><br><b>+ <a href="#">Processing Fee</a></b><br><b>3-Floodplain, ROWTempClosure; Label as CLOSURE-PW Permit#</b> | \$125.00<br>+ <a href="#">\$5.00</a><br>+ <a href="#">Technology Fee</a><br>\$130.00 | Base Fee<br>+ <a href="#">Technology Fee</a><br>Application Fee Subtotal<br>+ Total of Applicable Items Below |
| + Per Lane, Major Thoroughfare  | Major thoroughfare, temporary lane closure  | <b>\$73/day per Lane</b>   | \$70.19<br>+ <a href="#">\$2.81</a><br>\$73.00                                       | Major Thoroughfare Lane<br>+ <a href="#">Technology Fee</a><br>Fee per Day                                    |
| + Per Lane, Other Streets   | Other streets, temporary lane closure   | <b>\$21/day per Lane</b>   | \$20.19<br>+ <a href="#">\$0.81</a><br>\$21.00                                       | Other Street Lanes<br>+ <a href="#">Technology Fee</a><br>Fee per Day   |
| + Per Sidewalk between Street Intersections in Design Districts                                       | Design Districts, partial or complete temporary sidewalk closure  | <b>\$11/day per Sidewalk</b>   | \$10.58<br>+ <a href="#">\$0.42</a><br>\$11.00                                       | Design District Sidewalk<br>+ <a href="#">Technology Fee</a><br>Fee per Day                                   |
| + Per Sidewalk between Street Intersections in All Other Districts                                    | Other zoning districts, partial or complete temporary sidewalk closure  | <b>\$2/day per Sidewalk</b>  | \$1.92<br>+ <a href="#">\$0.08</a><br>\$2.00   | Other District Sidewalk<br>+ <a href="#">Technology Fee</a><br>Fee per Day                                    |
| + Per Unmetered, Time-Limited, On-Street Parking Space or Loading Zone                                | Unmetered, time-limited parking space or loading zone, temporary closure ( <i>City Code section 66-267 or 66-270</i> )            | <b>\$28.60/day per Space or Loading Zone</b>   | \$27.50<br>+ <a href="#">\$1.10</a><br>\$28.60                                       | Parking/Loading Fee<br>+ <a href="#">Technology Fee</a><br>+ Fee per Day                                      |
| + Per Metered, On-Street Parking Space or Loading Zone, All Districts                                 | Metered, on-street parking space, temporary closure, maximum meter fees per day ( <i>City Code section 66-267 or 66-270</i> )     | <b>\$28.60/day per Space or Loading Zone</b>   | \$27.50<br>+ <a href="#">\$1.10</a><br>\$28.60                                       | Parking/Loading Fee<br>+ <a href="#">Technology Fee</a><br>+ Fee per Day                                      |
| <b>Equals Total for Right-of-Way Temporary Closure</b>  | Add all applicable categories above   | <b>Total of Above, as Needed</b><br><b>+ <a href="#">Processing Fee</a></b><br><b>3-Floodplain, ROWTempClosure; Label as CLOSURE-PW Permit#</b>                                  | Total Of Above   | = Total Fee   |

Planning Application Guide: <https://www.durhamnc.gov/5007/Applications-and-Fees>

<https://www.durhamnc.gov/DocumentCenter/View/34642/Development-Services-Fees-and-Payment-Menu-Effective-July-1-2023-PDF?bidId=>

Send all questions (questions only not submittals) to [TemporaryClosures@DurhamNC.gov](mailto:TemporaryClosures@DurhamNC.gov)