

**ATLANTA POLICE DEPARTMENT**  
**Application for Temporary Street or Lane Closing**

Note: City of Atlanta, Code of Ordinances, Section 142-85(a) requires a \$50.00 permit fee on Street Closure or Sidewalk Closure Permits that are not associated with an Outdoor Festival, Large Gathering or Assembly as defined by City code. Upon receiving an invoice (\$50 - for the approved permit), the fee will be paid by the applicant at the Cashier's window at City Hall, 55 Trinity Ave, Atlanta, GA 30303 prior to the issuance of the permit

|                    |        |              |
|--------------------|--------|--------------|
| Name:              |        | Telephone #: |
| Address:           | Street | Apt.         |
|                    | City   | State<br>Zip |
| Organization Name: |        | Telephone #: |

**Event Information**

|                            |                      |
|----------------------------|----------------------|
| Date(s) of street closing: | Time(s ) of closing: |
|----------------------------|----------------------|

Specific Purpose: \_\_\_\_\_  
 \_\_\_\_\_  
 Accurately list the street / lane to be closed: \_\_\_\_\_  
 between \_\_\_\_\_ and \_\_\_\_\_  
 Alternate street which can be used while event is taking place: \_\_\_\_\_  
 Have all residents and / or businesses on the requested street been notified? Yes  No

**Note:** It is the responsibility of the applicant to ensure compliance with the provisions that are listed below, along with all City, state and federal laws.

- [a] The participants will abide by and obey all laws, rules and regulations.
- [b] The applicant must notify all residents and or businesses affected by this closure.
- [c] The applicant must hire Peace Officer(s) certified by the Georgia P.O.S.T. Council and who have jurisdiction in the City of Atlanta to control traffic and ensure that peace and order is preserved.
- [d] The applicant will assume any and all liabilities that may arise by such closures.
- [e] The applicant must provide an adequate supply of barricades, cones, and warning signs to indicate that such street or lane is temporarily closed.
- [f] Your application must be received by the Atlanta Police Department at least **ten days** prior to the date of the request closure.
- [g] Emergency vehicles must have access, without delay!

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS SPACE IS FOR OFFICIAL USE**

Can the alternate street handle the additional volume of traffic? Yes  No

Zone(s) the closure takes place in: Z1 Z2 Z3 Z4 Z5 Z6

Application Number  to be policed by:  on duty  off duty officers

Recommended  Not Recommended

Reason: \_\_\_\_\_  
 \_\_\_\_\_

**Approved**  **Disapproved**

Reason: \_\_\_\_\_

SOS Commander Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Return completed form to: DNFoster@AtlantaGA.gov or SGJones@AtlantaGA.gov \*



**CITY OF ATLANTA  
ATLANTA POLICE DEPARTMENT  
226 PEACHTREE STREET, SW  
ATLANTA, GEORGIA 30303**

**TEMPORARY STREET / LANE CLOSURE**

**PERMIT INVOICE**

| For City of Atlanta Only                  |
|---|
| 7701-240201-3499002-32100000-600393-69999 |

**FEE NON-REFUNDABLE**

| Due Upon Receipt        |
|-------------------------|
| Amount: \$50.00         |
| Prepared by: ○ \ ○ 'o\o |

|  |
|--|
| Contact Name:<br>Company Name:<br>Address: |
|--|

|   |
|---|
| Address of Temporary Street / Lane Closure: |
|---|

|  |
|--|
| Make all checks payable to City of Atlanta and return payment & invoice to:<br>City of Atlanta<br>Revenue Collection Administrator<br>55 Trinity Avenue, SW<br>1350 City Hall South<br>Atlanta, Georgia 30303<br>(404)330-6270 |
|--|

***Note: This Invoice must be attached to the permit for the permit to be valid***  
***Make 3 copies of the invoice for the Revenue Collection Administrator at City Hall before paying the fee.***