



MANHEIM TOWNSHIP PUBLIC WORKS

Street Closure Request Form

1840 Municipal Drive, Lancaster, PA 17601

Email: publicworks@manheimtownship.org

Phone: 717-569-6406 Ext. 1129

This request for permission to close a street within Manheim Township must be completed and returned to the Public Works Department for review at least 30 days prior to the planned closure. The Township Public Works Department will inspect the requested location and review your detour and traffic control plans for approval.

No street shall be closed to vehicular traffic, except upon order of the Board of Commissioners or, in cases of emergency, when immediate action is necessary to protect public safety, by order of the police, an authorized fire official or other authorized public employee. Act of Oct. 29, 2020, P.L. 782, No. 96 § 2014(1).

APPLICANT CONTACT INFORMATION:

*Contractor/Organization Name:		
*Mailing Address:		
*Contact Name:	*Contact Phone Number:	*Contact Email:

REASON FOR REQUEST:

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Event

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Other (Tree removal, Construction, Etc.)

*Explain Reason for Closure:

If this is a special event, such as a fundraising event, race, arts and craft show, fair, parade or film shoot, fireworks show, a Special Event Permit is also required:

*List the Block Numbers(s) and Street Name(s) to be Closed:	
*Street Closure is re-occurring:	
Yes	No
*Number of Lanes to be closed:	
One Lane	All Lanes
*Start Date for Closure:	*End Date for Closure:
*Start Time for Closure:	*End Time for Closure:

Applicant is responsible for the following:

- ☐ A Traffic Control plan must accompany this form showing all closed streets and detours and traffic control figures.
- ☐ Provide and post signage indicating detour route and street closure.
- ☐ Notification to all properties within the affected closure area at least a week prior to closure.
- ☐ Submit to the Township a certificate of liability insurance form naming the Township of Manheim 1840 Municipal Drive, Lancaster, PA 17601 as additionally insured prior to the event.

Actual physical closure must follow all municipal, state, and federal regulations in respect to Work Zone Traffic Control. Refer to PennDOT Pub 213 (67 PA Code, Chapter 212).

THIS FORM WILL BE RETURNED IF NOT SIGNED BY THE APPLICANT	<p><i>*I hereby acknowledge that I shall be bound by all applicable laws and ordinances. I will carry this application, once approved, during the effective date and time of my event and shall be liable for any loss, damage, or injury sustained by any person or by the Township resulting from the activity for which the approval was given.</i></p> <p>*APPLICANT'S SIGNATURE: _____ *DATE: _____</p>	
-TOWNSHIP USE ONLY-		
Date email notification was sent to Road Closure recipients (Township Manager, Police, Fire, School District, etc.):		
DATE RECEIVED:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	NOT VALID UNLESS SIGNED BY AUTHORIZED PERSONNEL OF MANHEIM TOWNSHIP. SIGNATURE: _____ DATE: _____