



# CITY OF MENTOR

8500 Civic Center Boulevard, Mentor, Ohio 44060-2499 • (440) 255-1100 • [www.cityofmentor.com](http://www.cityofmentor.com)

## LANE CLOSURE APPROVAL FORM

Applicant Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Location of work: \_\_\_\_\_

Date(s) of proposed closure: \_\_\_\_\_

Number of lanes impacted: \_\_\_\_\_

Duration of lane closure: \_\_\_\_\_

Hours of work shall be between: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### THE FOLLOWING CONDITIONS SHALL APPLY TO ALL LANE CLOSURES:

1. Construction permit conditions shall apply to all Contractors and Subcontractors working on the project.
2. All Contractors shall be registered in the City of Mentor for work in the right of way.
3. Maintenance of traffic plan shall be submitted for review and approval prior to start of lane closure and a copy shall be maintained on-site during the closure.
4. Permit holder(s) shall notify the Mentor Engineering Department to arrange for inspection(s), (using the assigned City of Mentor Permit Number) and notify the Police and Fire Departments, (when lane closures may restrict traffic flow and hinder emergency vehicle response), 24 hours prior to the commencement of work. A 24-hour emergency telephone number for the Contractor shall be provided to the City of Mentor.
5. When required, permit holder(s) shall hire uniformed patrolmen from the Mentor Police Department, please call 974-5762 to schedule traffic control. A minimum five (5) working days advance notice is required to ensure availability of a uniformed patrolman. Flagmen shall be fully informed of the conditions of this permit.
6. No work permitted on Saturdays, Sundays or Holidays without prior written permission.
7. All lanes of traffic are to be in service between the hours of 4:00 p.m. to 8:00 a.m. unless otherwise stipulated. Traffic shall be maintained around all construction areas consistent with the Ohio Manual of Uniform Traffic Control Devices. All emergency vehicles must be accommodated without delay.

\_\_\_\_\_  
APPROVED BY (for City Engineer)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PERMIT NUMBER

### CITY OF MENTOR EMERGENCY PHONE NUMBERS:

FIRE (440) 255-1212 FAX: (440) 974-1634

POLICE (440) 255-1234 FAX: (440) 255-0329

ENGINEERING (440) 974-5785 FAX: (440) 974-5708

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Department of Engineering and Building, 8500 Civic Center Boulevard, Mentor, OH 44060  
440-974-5785 | Fax 440-974-5708 | [building@cityofmentor.com](mailto:building@cityofmentor.com)