



DEPARTMENT OF PUBLIC WORKS – Return this application to:  
 BUREAU OF ENGINEERING  
 Address: 120 North Duke St. / P.O. Box 1599, Lancaster, PA 17608  
 Phone: (717) 291-4764 / E-mail: [Engineering@cityoflanasterpa.gov](mailto:Engineering@cityoflanasterpa.gov)  
 Webpage: [www.CityofLancasterPA.gov/Engineering](http://www.CityofLancasterPA.gov/Engineering)

## TRAFFIC CONTROL PERMIT APPLICATION

**\*\*\* THIS SECTION FOR CITY OF LANCASTER OFFICE USE ONLY \*\*\***

Permit Number: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Permit Expiration: 60 days unless noted Approved By: \_\_\_\_\_

Other Notes: \_\_\_\_\_

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ALL PERMIT HOLDERS ARE **REQUIRED** TO MAKE THE FOLLOWING NOTIFICATIONS **AT LEAST 24 HOURS PRIOR** TO THE START OF WORK. FAILURE TO DO SO MAY RESULT IN REVOCATION OF PERMITS AND FIELD WORK BEING TERMINATED OR SUSPENDED.

Notify LCPD at (717) 735-3332 (Desk & Patrol Sergeants) <a href="mailto:constructionparking@cityoflanasterpa.gov">constructionparking@cityoflanasterpa.gov</a>	<input checked="" type="checkbox"/>	REQ'D
Notify LCFD at (717) 989-3647 <a href="mailto:CDelong@cityoflanasterpa.gov">CDelong@cityoflanasterpa.gov</a>	<input checked="" type="checkbox"/>	REQ'D
Notify SDOL at (717) 291-6106 <a href="mailto:mlshields@sdlanaster.org">mlshields@sdlanaster.org</a>	<input checked="" type="checkbox"/>	REQ'D
Notify Solid Waste & Recycling Dispatch at (717) 291-4744 <a href="mailto:SWHotline@cityoflanasterpa.gov">SWHotline@cityoflanasterpa.gov</a>	<input checked="" type="checkbox"/>	REQ'D
Resident & Business Notification Required: letters/flyers/door hangers	<input checked="" type="checkbox"/>	REQ'D

### THE FOLLOWING REQUIREMENTS WILL APPLY IF CHECKED:

Notify Public Works 24 hours in advance at (717) 291-4764 and (717) 291-4725	<input type="checkbox"/>	
Parking Space Rental Required from LPA 48 hours in advance, (717) 299-0907	<input type="checkbox"/>	
Traffic Control Consultant Required	<input type="checkbox"/>	
Certified Flaggers Required	<input type="checkbox"/>	
Notification of RRTA Required, (717) 397-5613	<input type="checkbox"/>	
Notification of EMS/Emergency Facility Required	<input type="checkbox"/>	
Notification of School District(s) and/or Bus Services Required	<input type="checkbox"/>	
Variable Message Board Required with messages per City direction	<input type="checkbox"/>	
Notification of PennDOT or Highway Occupancy Permit is required	<input type="checkbox"/>	
Work Hours Restricted to: _____	<input type="checkbox"/>	
Date Restrictions Apply: _____	<input type="checkbox"/>	
Media Notification Required via Press Release	<input type="checkbox"/>	
Public/Neighborhood Meeting Required	<input type="checkbox"/>	
Applicant responsible for roadway and/or sidewalk snow removal	<input type="checkbox"/>	
Applicant to submit road, sidewalk, and property photos prior to work	<input type="checkbox"/>	
Coordination required: _____	<input type="checkbox"/>	

**\*\*ALL ITEMS LISTED BELOW ARE REQUIRED\*\***

**THIS APPLICATION MUST INCLUDE A TRAFFIC CONTROL DIAGRAM OR LABELED SKETCH**

Applicant (Company): \_\_\_\_\_

Applicant (Representative Name) \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Representative Phone Number: \_\_\_\_\_

Representative Email Address: \_\_\_\_\_

Email Address/Fax to Return \_\_\_\_\_

Permit: Date(s) of Proposed Work \_\_\_\_\_

Hours of Proposed Work: \_\_\_\_\_

Description of Work:  
*(Brief Narrative)* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Location of Work (nearest address): \_\_\_\_\_

Nearest Intersections:  
*(nearest road names)* \_\_\_\_\_

Name of On-site Supervisor: \_\_\_\_\_

On-site Supervisor Cell #: \_\_\_\_\_

Applicant Comments:  
*(optional)* \_\_\_\_\_

\_\_\_\_\_