



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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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@lanasterpolice.com">ConstructionParking@lanasterpolice.com</a>	<input checked="" type="checkbox"/>	REQ'D
Notify LCFD at (717) 989-3647 <a href="mailto:VPaige@cityoflanasterpa.gov">VPaige@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	
Parking Space Rental Required from LPA 48 hours in advance, (717) 299-0907	
Traffic Control Consultant Required	
Certified Flaggers Required	
Notification of RRTA Required, (717) 397-5613	
Notification of EMS/Emergency Facility Required	
Notification of School District(s) and/or Bus Services Required	
Variable Message Board Required with messages per City direction	
Notification of PennDOT or Highway Occupancy Permit is required	
Work Hours Restricted to: _____	
Date Restrictions Apply: _____	
Media Notification Required via Press Release	
Public/Neighborhood Meeting Required	
Applicant responsible for roadway and/or sidewalk snow removal	
Applicant to submit road, sidewalk, and property photos prior to work	
Coordination required: _____	

**\*\*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)*

\_\_\_\_\_