

**PERMIT APPLICATION TO CLOSE TOWN STREET OR ALLEY  
TOWN OF EMMITSBURG**

**300A South Seton Avenue, Emmitsburg, MD 21727**

**[www.emmitsburgmd.gov](http://www.emmitsburgmd.gov) · (301) 301-6300**



**Permit Instructions:**

- ☐ All applications must be completed in full along with the signature of the applicant or the applicant's duly authorized representative or agent.
- ☐ All applications must be submitted at least five (5) days prior to the requested closure date(s).
- ☐ All applications must be accompanied by a parking and traffic plan and any other information required by the Town as necessary to allow the Town Manager to act on the application in an informed manner.

**Permit Fees:**

- Fees
  - \$25.00 per day for street closure
  - \$5.00 per parking meter per day (if parking meters are inaccessible)
- Payment may be made by cash, check, or credit card (add \$5 fee for credit card processing).
- Fees are subject to change by policy, resolution, or ordinance by the Mayor and Board of Commissioners.

**Please Note:**

- The Town Manager may suspend or revoke any permit issued under Town Code Chapter 12.22 upon finding any violation of this chapter, the terms or conditions imposed in the permit, or for any other action deemed detrimental to public health and safety.
- The permit holder shall ensure that emergency vehicles can access the closed street at all times during closure.
- The permit holder shall clear all debris and other trash from the street before it is reopened. If the permit holder fails to clear all debris and other trash from the street and the Town Manager concludes that there is a danger to the passage of vehicular traffic or potential contamination of the stormwater management system, the Town will cause the street to be cleaned at the expense of the permit holder.
- This permit expires after the date(s) of approval. This permit does not exclude the applicant from acquiring other necessary local, state, or federal permits.
- The applicant or the applicant's duly authorized representative or agent hereby agrees to comply with all applicable Town codes, laws, ordinances, and regulations, and in accordance with all State and Federal regulations. The applicant alone bears the responsibility of ensuring their work does not violate other laws, regulations, or the rights of neighbors and other parts. I hereby certify the information with this application to be true and correct, and I further agree to pay all costs as stated in the Town's fee schedule.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## PERMIT APPLICATION TO CLOSE TOWN STREET OR ALLEY

Street / Alley Name: \_\_\_\_\_

Date(s) Requested for Closure: \_\_\_\_\_

Reason(s) for Closure: \_\_\_\_\_

\_\_\_\_\_

Will parking meters be blocked? \_\_\_\_\_ Will sidewalks be blocked? \_\_\_\_\_

Applicant and/or Company: \_\_\_\_\_

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

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

License Plate #: \_\_\_\_\_

### Town Use Only

☐ **Approved**

☐ **Approved with conditions**

☐ **Approved with modifications**

☐ **Denied**

**Conditions / Modifications:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reason for Denial:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of Town Manager or Town Manager Designee:** \_\_\_\_\_

**Date:** \_\_\_\_\_