



TRAFFIC CONTROL AND OCCUPANCY REQUEST

City of South Bend – Division of Engineering
227 W Jefferson Boulevard, Ste 1316
South Bend, IN 46601

DEADLINE: DUE FIVE BUSINESS DAYS PRIOR TO PROJECT START DATE

APPLICANT INFORMATION

Name of Contractor/Company: _____

Name of Applicant: _____

Phone: _____ Email Address: _____

On-Site Contact: _____ Phone: _____

PROJECT INFORMATION

Requested Dates (mm/dd/yyyy): ____/____/20____ to ____/____/20____

Time of Work: _____ to _____

Location of Work: Entire Street Travel Lane Parking Lane
 Sidewalk Tree Lawn Alley

Type of Work: Excavation/Boring (Also requires Excavation Form)
 New Drive Approach (Also requires Curb Cut Application)
 Sidewalk

Address of Project: _____

Project Boundaries: _____

Description of Work: _____

INCLUDE THE FOLLOWING ITEMS WITH YOUR APPLICATION:

- Traffic control plan including detour map and traffic devices.
- Communication (letter, door hanger, signs, etc.) to affected property owners

Failure to use traffic control for traffic restrictions or closures will result in stop work orders and/or delay in permitting. This Occupancy Permit Request is non-transferable. A signature subjects the named contractor/permittee to all applicable rules, duties and obligations imposed by the South Bend Municipal Code and to all regulations imposed by the City's Board of Public Works.

Signature of Applicant: _____ Date: _____

Applications should be dropped off to the City's Engineering Office or emailed to rowpermitsoffice@southbendin.gov. For questions, contact Liz Horvath at 574.235.9254.

OFFICE USE ONLY:

Date Received: _____

Fee Paid: _____

Approval Date: _____