



Maryland
Transportation
Authority

Maryland Transportation Authority
Office of Engineering and Construction
300 Authority Drive
Baltimore MD 21222

Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor
Kevin C. Reigrut, Executive Director

**LANE /SHOULDER
CLOSURE
NOTIFICATION
FORM**

EOC Permit No.: _____

Request Made By:
Name (Print): * _____
Contractor/ Consultant/ Other
Signature: _____
Agency/Firm: * _____
Address: _____
Day/Night Number: * _____
Fax Number: _____

Request Made On (Date): * _____
Right of Access Permit No.: _____
MdTA Project No.: * _____
Authority Contact Person(s):
Name: * _____
Day / Night Phone Number: * _____
Name: _____
Day / Night Phone Number: _____
Fax Number: * _____

Description of Work Requiring Closure _____

*Begin/End Date and Day(s) of the Week ⁽²⁾	*Time of Closure ⁽³⁾		*Affected Lane(s), Shoulder(s) or Ramp(s) ⁽⁴⁾								*Route, Direction and Begin / End Location (Mile Markers) OR Ramp origin / destination ⁽⁵⁾	*TTCTA Standard, Plan Sheet, or SP ⁽⁶⁾
	From	To	LS	1	2	3	4	5	RS	RP		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Maryland Transportation Authority, Transportation Facility Project:
Approved: _____ Date: _____

The applicant is required to notify the appropriate Maryland Transportation Authority, Authority Operations Center of the intended location and activity 1 hour prior to commencing work. At the time of contact, the AOC shall be provided with information on the vehicles, personnel and other equipment, which may be placed on the transportation facility project unless the lane closure is part of an on-going Maryland Transportation Authority construction project. If there is any discrepancy with the information previously submitted, the Authority Operation Center has discretion to delay the start of work while seeking confirmation/authorization for the change. If the applicant previously requested Police Presence for the specified activity, the application is required to contact the appropriate Maryland Transportation Authority, Duty Officer at least one hour prior to commencing activity to confirm the location and time at which Police Presence is needed. The appropriate Duty Officer must be provided a minimum of 12 hours advance notice to cancel previously scheduled Police Presence.

- Authority Operations Center Central: (410) 537-1233
- Authority Operations Center North: (410) 537-5601
- Authority Operations Center South: (410)537-6615
- Baltimore Harbor Tunnel Thruway (I-895) Duty Officer: (410) 537-1209
- Francis Scott Key Memorial Bridge (I-695 / MD 695) Duty Officer: (410) 537-7600
- Fort McHenry Tunnel (I-95) Duty Officer: (410) 537-1209
- John F. Kennedy Memorial Highway (I-95) Duty Officer: (410) 537-1150
- Thomas J. Hatem Memorial Bridge (US 40) Duty Officer: (410) 537-1196
- William Preston Lane Jr. Memorial (Chesapeake Bay) Bridge (US 50): (410) 295-8146

Completed Application Forms Should be Faxed or Emailed to:
Maryland Transportation Authority, Office of Engineering and Construction – Traffic Section
Attention: MdTATraf2
Office: (410) 537-7846
Fax: (410) 537-7803
Email: mdtatraf2@mdta.state.md.us



Maryland
Transportation
Authority

Maryland Transportation Authority
Office of Engineering and Construction
300 Authority Drive
Baltimore MD 21222

Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor
Kevin C. Reigrut, Executive Director

**LANE /SHOULDER
CLOSURE
NOTIFICATION
FORM**

EOC Permit No: _____

Request for Overhead VMS Message:

Sign Number: _____ Sign Location: _____

Message (21 characters per line, 3 lines per board, 2 boards maximum):

Request for Overhead VMS Message:

Sign Number: _____ Sign Location: _____

Message (21 characters per line, 3 lines per board, 2 boards maximum):

General Notes:

- A. All request forms must be submitted at least 14 days in advance of the requested closure date and time. Any late submittals will be considered as time permits, but the applicant may be required to reschedule the proposed work if reviews cannot be completed prior to the proposed work date. Failure to receive lane closure approval at least 10 days in advance may result in permit (over width, over height, etc) loads entering the work area.
- B. All requests shall be accompanied by a statement or plan of the proposed work and maintenance of traffic plan which may include the applicable Maryland State Highway Administration traffic control standard that will be followed while the work is in progress. Maryland Transportation Authority Construction project engineers may refer to their project plans by providing the appropriate project contract number.
- C. All requests for lane closures on Maryland Transportation Authority transportation facility projects will only be approved for projects/contractors who have received a "right of access permit" from the Maryland Transportation Authority, real estate officer Ms. Cathy Beasley Oliver who can be reached at (410) 537-7894 or cbeasleyoliver@mdta.state.md.us Maryland Transportation Authority project engineers are reminded that "Right of Access" permits are included in the Maryland Transportation Authority construction project contract documents.

Instructions

1. MdTA Construction Projects are only required to fill in boxes marked with an *. All others should fill in as much information as possible to facilitate processing of requests. Failure to fill in information may result in rejection of permit application.
2. Date and Day of the Week should include date work starts, date work ends and requested days of the week on which work will occur. For example: "3/10 - 6/15/06, M - Th". Letter abbreviations for day of week ("Sun"=Sunday, "M"=Monday, "T"=Tuesday, "W"=Wednesday, "Th"= Thursday, "F"=Friday, "Sat"=Saturday) or "ALL" for closures affecting every day of the week.
3. Enter time of day – use 24-hour format or specify AM / PM. For example: 2200 or 10PM.
4. Count lanes from the median out starting with the left lane as lane 1. LS=Left Shoulder. RS = Right Shoulder, RP = Ramp.
5. Include route number or name, ramps, or bridges (by structure #) located within the mile markers affected by the closure. Specify the beginning mile marker as the point at which the first sign is placed. Specify the ending mile marker as the point where the last channelizing device is placed. No shoulder closure should be less than 0.6 miles and no lane closure should be less than 1.1 miles. Examples: "I-95 NB, MM 59.0-60.5" or "I-95 NB @ Exit Ramp to MD 43 WB".
6. Enter the applicable Temporary Traffic Control Typical Application (TTCTA) from Maryland SHA Book of Standards for Highways and Incidental Structures, applicable plan sheet(s) reference or special provision page(s) from contract documents.