



ROAD CLOSURE PERMIT APPLICATION

City of Novi Public Works Department
26300 Lee BeGole Drive, Novi, MI 48375

Section 31-9 City of Novi Code of Ordinances

Complete this application to request a temporary closure of a County/City Street.

Read Carefully and Fill Out **Completely**: Applicant Information:

Applicant Information

Applicant (Property Owner, HOA, etc.): _____

Contact Name (if different from above): _____

Subdivision (if applicable): _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Email: _____

Application Submittal Date: _____

Closure Information

Roads/Streets Requested for Closure: _____

Closure Description (full/partial closure, cones/barricades, etc.): _____

Closure Starting Date: _____ Closure Start Time: _____

Closure Ending Date: _____ Closure End Time: _____

Reason for road/street closure:

Parade

Race / 5K

Block Party

Graduation Party

City Event

Other:

Wedding

Event Parking

ALL APPLICATIONS FOR ROAD/STREETCLOSURE PERMITS MUST INCLUDE:

- Map of the location requested for closure (route map for parade or race).
- Application filled out completely and signed below by applicant. Submitted to **Engineering Division** located at **26300 Lee BeGole Drive Novi MI, 48375**. Filled out applications can also be emailed to noviengineering@cityofnovi.org.
- Applicants must notify the HOA of the closure once approved.

NOTE TO APPLICANT (PLEASE READ)

- The application will not be reviewed until all the above items have been received by the **Engineering Division** located at **26300 Lee BeGole Drive Novi MI, 48375**.
- For **Subdivision Road** closures permit application must be submitted **7 days prior to closure**.
- For **County/City Road** closures permit applications must be submitted **14 days prior to closure**.
- The review of the application takes approximately 7 business days and is reviewed by multiple departments for compliance with City Ordinance and standards.
- City Council approval will be required for county roads closures in addition to the City of Novi permit.
- Applicants must notify the HOA of the closure once approved.
- Cones or barricades must be requested 7 days in advance. Contact Novi DPW at 248-735-5640 to schedule.

When permit is ready, notify: (Name) _____

Email: _____