

NOTIFICATION OF CENTRAL COMMUNICATIONS (911):

- The **APPLICANT** is responsible for notifying Central Communications (911):*
- *at least five (5) days in advance of the event in writing (Orange County EMS, Post Office Box 8181, Hillsborough, NC 27278)*
 - *on the day of the closing, prior to the actual closing of the street (dialing 911)*
 - *on the day of the closing, when the street is re-opened (dialing 911)*

NOTIFICATION OF THE PUBLIC:

A public hearing is required for all street closing permit applications. The public must be notified by a formal advertisement in a local newspaper. The Public Works Department *will submit* the advertisement copy to the newspaper. **However, the applicant will be responsible for reimbursing the Town for the full cost of the advertisement.**

Any other notification of the public of this event will be the Applicant's responsibility.

NOTIFICATION OF ABUTTING PROPERTY OWNERS:

The **APPLICANT** is responsible for notifying all abutting property owners of the Public Hearing. Such notification must be accomplished at least seven days prior to the Public Hearing. The notification must include:

- the DATE, TIME and LOCATION of the proposed street closing; and
- the DATE, TIME and LOCATION of the Public Hearing as well as the subject matter of this Public Hearing

The Public Works Department must receive in writing from the **APPLICANT** the following at least five days prior to the Public Hearing:

- names of all property owners notified
- copy of the notification
- method used to notify these property owners (mail or hand delivery)

CLEAN-UP TIME TABLE: 4³⁰ pm - 9⁰⁰ pm

FEES: **\$ 50.00 application fee plus 100% of the cost of the Public Hearing advertisement**
Application fee must accompany the submittal of this application

