

Request to Close or Use Parking Spaces

Parking and Transportation Services (PTS) is constantly seeking ways to improve our service to the campus community. Closure of parking spaces for any reason has a significant negative impact on our customers yet we recognize this is often necessary to perform certain types of work on campus. To minimize the impacts and also support construction project work, we've developed this process. We hope you find it beneficial.

REQUESTS TO CLOSE OR USE PARKING SPACES WILL BE CONSIDERED ONLY FOR CONSTRUCTION-RELATED WORK.

Please review carefully the following information and then complete all fields on the form, providing as much detail as possible. A shortcode is required, regardless of the nature of the request. Incomplete forms will automatically be rejected.

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- 1) Requests must be submitted a minimum of **5 BUSINESS DAYS** prior to the closure dates. The more advance notice that can be provided, the better.
 - 2) A PTS representative will respond within **2 BUSINESS DAYS**, and sooner when possible.
 - 3) Approval must be received from PTS *before* a closure takes place.
 - 4) Space closures must be coordinated; multiple closures in the same vicinity must be avoided to prevent adversely affecting parkers. PLEASE do not assume all requests will be approved for the dates indicated.
 - 5) PTS will provide barricades only for short duration closures. Contractors must provide the barricades:
 - to close large areas
 - for long duration closures

PTS staff will place contractor barricades left on sight, if requested.

- 6) A shortcode must be provided as in most cases fees will apply. Services that will be recharged include fabrication and installation of temporary notification signs, relocation, removal and replacement of parking and traffic control signs, and barricade installation.
- 7) Closure of spaces for contractor parking will not be approved.
- 8) Spaces or lots must be returned in good condition and be cleaned of construction debris, materials and tools. Contractors are responsible to repair any damage to gravel, asphalt, concrete and landscape surfaces. If sheds or fences are used, they must be removed. Separate, prior approval from PTS is required for installations that require holes to be made in asphalt or concrete surfaces.
- 9) If spaces are released early or if closures must be extended, please notify PTS by writing to closepark@umich.edu or phone 647-3615
 - ✓ If there is information in any of the fields or if the form has an ID number, click the **RESET FORM** button.
 - ✓ Complete ALL information fields. Use N/A as applicable.
 - ✓ Confirm your email address is correct.
 - When you click **SUBMIT** a reply will be returned that indicates the request number.
 - ✓ If a printed copy is desired, click the **PRINT** button at the bottom **BEFORE** submitting the form
 - ✓ To submit the form, click the **SUBMIT** button at the bottom.