

City of Glens Falls
Glens Falls City Clerk's Office, City Hall, 42 Ridge Street
Application for Encroachment Permit

Applicant _____ Owner/Lessee _____

(Mailing Address) _____

(Phone Number) _____

(Email Address) _____

Property Owner (if different) _____

Location of Premises _____ Tax Map # _____

Description of requested encroachment:

Requested period of encroachment (dates):

_____ to _____

Full description and site sketch are required for approval.

Fees: The fee for an Encroachment Permit shall be as follows:

- ☐ 1.) Temporary encroachment for sidewalk closure, awning, dumpster placement, scaffolding or lift, venting & temporary signs (sandwich boards): forty dollars (\$40.00)
- ☐ 2.) Curb cut: forty dollars (\$40.00) – Requires Planning Board Approval & apron must be concrete
- ☐ 3.) Street opening: two dollars and fifty cents per square foot (\$2.50) – Requires City Engineer Approval
- ☐ 4.) Sidewalk repair: No fee

In the consideration of and as an expressed consideration of the City's approval of this permit, the application shall, to the fullest extent allowed by the law, indemnify and hold harmless the City of Glens Falls, its Common Council members, its administrative offices, agents and employees against any and all claims, demands, suits, actions, proceedings, loss, attorney's fee, court costs, damages, and any other expenses or liabilities of whatsoever nature arising out of the City's granting of this permit and the applicants project.

All amounts due hereunder, including amounts incurred in the defense of any action, shall be paid to the City of Glens Falls upon issuance of permit. The applicant's duties hereunder shall commence with the date of the City's approval of this permit and shall survive the applicant's completion of the project under the conditions set forth in Sec. 189 of the Ordinances of the City of Glens Falls and upon any additional conditions set by the Common Council. If permit is violated it will result in immediate revocation per City Code Sec. 189-25. City issued encroachment permit with approved plans must be posted on premises of encroachment.

Permit Fee Total (to be completed by applicant): _____ (If Street Opening: \$2.50 x ____ total square feet)

Date

Applicant Signature

Administrative Use Only:

Approved By: Mayor: _____

Date: _____

City Clerk Approval: _____

Date: _____

B&C Approval: _____

Date: _____

City Engineer Approval: _____

Date: _____

Encroachment Permit Rules & Processing Policy for curb cuts, temporary encroachments, and street/sidewalk openings

(Emergency situations and renewals may not require all steps of this policy)

- 1.) The owner/lessee completes the Encroachment Permit Application and returns it to the City Clerk's Office, who forwards it to the Building & Codes Department and/or the City Engineer (depending upon the type of encroachment requested) for their review and approval.
- 2.) Curb cuts will be sent to the Planning Board via the Building & Codes Department to be included on their next regular meeting agenda.
- 3.) The Planning Board reviews the Encroachment Permit application and issues an Advisory Opinion to the Common Council. The Encroachment Permit application is placed on the Common Council agenda by the Mayor's Office.
- 4.) The Common Council reviews the Encroachment Permit application and the Advisory Opinion from the Planning Board and votes to approve or deny the curb cut request.
- 5.) If approved, the City Clerk's Office processes the Encroachment Permit and collects the fee from the owner/lessee.
- 6.) Any temporary Encroachment Permits require Common Council approval.
- 7.) There will be a \$500 Engineers Fee for the City to implement and develop a PROWAG compliant plan for accessibility on the sidewalks. If applicant provides their own plan, the City will waive said fee.
- 8.) Applicant must contact the Building & Codes Department for initial inspection of approved encroachment layout.
- 9.) A Street Opening permit moratorium shall be in effect November 15 – April
 1. Exceptions for emergencies and other extenuating circumstances shall be considered on a case-by-case basis.

By completing this form, you are formally requesting to close the public right of way. It is the applicant's responsibility to maintain PROWAG (Public Right-of Way Accessibility Guidelines) compliance during that time.

Encroachments lasting for:

- Less than 8 hours- Applicant must provide pedestrian access and have competent designated personnel on site to assist pedestrians with mobility issues.
- More than 8 hours- Applicant must be in PROWAG (Public Right-of Way Accessibility Guidelines) compliance.

The Building & Codes Department shall perform at will inspections.