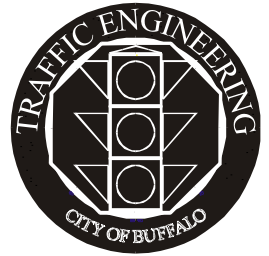




# TRAFFIC DIVISION



## DEPARTMENT OF PUBLIC WORKS, PARKS AND STREETS CITY OF BUFFALO

STEVEN J. STEPNIAK - Commissioner

ROOM 512 - CITY HALL - BUFFALO, NEW YORK - 14202 - PHONE - 851-5366 - FAX - 851-5364

### Street/Sidewalk Obstruction Required Documents and Information

#### *Submit Information At Least 7 Business Days In Advance*

First, determine if obstruction area involves the obstruction of Parking Meters. If so, you must first contact Leonard Sciolino, Director of Parking Enforcement @ 851-4222. His email address is [lsiolino@city-buffalo.com](mailto:lsiolino@city-buffalo.com) and cc to [kkosmowski@city-buffalo.com](mailto:kkosmowski@city-buffalo.com). He will need to know the location, number of meters involved and meter numbers. If he agrees to the obstruction of the meters ask him to forward approval email to [Dreyes@city-buffalo.com](mailto:Dreyes@city-buffalo.com)

1. Certificate of Liability Insurance stating - **City of Buffalo is additionally insured for one million dollars (\$1,000,000.<sup>00</sup>)**
2. Protection of Maintenance and Traffic – diagram of closure including the following information:
  - Brief description of work to be done
  - Main Address of proposed obstruction
  - Cross streets of main address
  - Length in feet of obstruction
  - Right of Way Width in feet of obstruction - both ends
  - All required signage marked and/or referenced
  - Number of Parking Meters – if present
  - Start Date
  - Finish Date

Note: If obstruction is or includes the closure of sidewalk, proper sidewalk closed signage must be noted on diagram and pedestrians must be crossed at the nearest traffic signal on both ends of the closure.

3. Contact Information for Business – including contact person and phone number(s)
4. Fax – 851-5364 or deliver information to David in room 512 City Hall. Direct phone number 851-5366.
5. If obstruction is for or in the area of the Buffalo Niagara Medical Campus you must contact Michael Ball, Director of Planning & Implementation Buffalo Niagara Medical Campus, Ph. (716) 881-8922 Email: [mball@bnmc.org](mailto:mball@bnmc.org). Please ask him to email David @ [Dreyes@city-buffalo.com](mailto:Dreyes@city-buffalo.com) his approval.