



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

1. Certificate of Liability Insurance stating - **City of Buffalo is additionally insured for one million dollars (\$1,000,000.⁰⁰)**
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 Jonathan Gould in room 512 City Hall. Direct phone number 851-5366, jgould@city-buffalo.com
5. If obstruction is for or in the area of the Buffalo Niagara Medical Campus you must contact Mark McGovern, Project Manager, Buffalo Niagara Medical Campus, Ph. (716) 218-7153 Email: mmcgovern@bnmc.org