



BYRON W. BROWN
MAYOR

CITY OF BUFFALO
DEPARTMENT OF
PUBLIC WORKS, PARKS & STREETS



MICHAEL J. FINN, P.E.
COMMISSIONER
NOLAN R. SKIPPER, P.E.
ACTING CITY ENGINEER

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 on the General and Automobile Insurance for at least one million dollars (\$1,000,000.⁰⁰)**
2. Maintenance and Protection of Traffic (MPT) – 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 including detours for proposed street closures. **Must** be in accordance with Manual on Uniform Traffic Control Devices.
 - Number of Parking Meters or paid parking spaces – *if present*
 - Pedestrian protection plan if encroaching on sidewalk
 - Start Date
 - Finish Date
3. Contact Information for Business – including contact person and phone number(s)
4. Fax – 851-5364 or deliver information to Sarah Cartwright in room 512 City Hall. Direct phone number 851-5366, scartwright@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
6. If obstruction is for or on Main, Pearl or Washington Streets in Downtown Buffalo you must contact Morgan Smith, Deputy Executive Director, Buffalo Place, Ph. (716) 856-3150
Email: msmith@buffaloplace.com