

City of Glens Falls, NY
Application for Encroachment Permit

Applicant _____ owner/lessee

(Mailing Address)

(Phone Number)

(Email Address)

Property Owner (if different) _____

Location of Premises _____

Tax Map # _____

(Number & Street)

Description of requested encroachment: _____

Requested period of encroachment: Dates: _____ to _____

Full description and site sketch are required for approval.

Please Note: Back of form can be used for this purpose.

Fees: (Circle encroachment type that applies.)

The fee for an Encroachment Permit shall be as follows:

- 1. Temporary encroachment for awning, dumpster placement, scaffolding or lift, venting & temporary signs: forty dollars (\$40.00)
- 2. Curb cut & Sidewalk repair: forty dollars (\$40.00)
- 3. Street opening: two dollars and fifty cents per square foot (\$2.50)

Fees are payable for each year or any portion of a year upon the acceptance thereof or, in the case of renewal permits, on or before the first day of June each year.

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 within 30 days after the City submits to the applicant a written statement of the amounts incurred. 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.

_____ Date

_____ Applicant

Approved By: Mayor: _____

Date: _____

Common Council Res.# _____

Date: _____

over please

Encroachment Permit Processing Policy for curb cuts, temporary encroachments, and street 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 for inclusion on the next regular Planning Board agenda and to be referenced in the legal advertisement for the meeting.
2. 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.
3. The Common Council reviews the Encroachment Permit application and the Advisory Opinion from the Planning Board and votes to approve or deny the request.
4. If approved, the City Clerk's Office processes the Encroachment Permit and collects the fee from the owner/lessee.
5. Any renewals for annual temporary Encroachment Permits that do not change from year to year and that are filed before June 1st, require Common Council approval only.

(Site Sketch to be provided below or attached to this form)