



Department of Environmental Services
Bureau of Architecture and Engineering
City Hall Room 121B, 30 Church Street
Rochester, New York 14614-1290
www.cityofrochester.gov/streetpermits/

RIGHT-OF-WAY PERMIT APPLICATION SUBMISSION GUIDELINES
SHEET 1 OF 3

S I M P L E	<i>For additional information not shown, refer to City of Rochester Rules and Regulations for Work in the Right-of-Way at https://www.cityofrochester.gov/rulesandregulations/</i>	Permit Type	Permit Sub-Type	Submission Requirements
		Above Surface Encroachment	Architecture Details	<ol style="list-style-type: none"> 1. Annotated map or aerial image <ol style="list-style-type: none"> a. Street names and intersecting streets b. Location of proposed work area 2. All Restoration details in accordance with the City of Rochester Standard Construction Documents Specifications and Details 3. Maintenance and Protection of Traffic (MPOT) Plan 4. Construction Schedule, including schedules for each major phase of work 5. For Driveway Permits Only: <ol style="list-style-type: none"> a. Stamped Certificate of Zoning Compliance (CZC) b. Instrument Survey map of location 6. For Art installations: <ol style="list-style-type: none"> a. Additional structural engineering documentation and insurance may be required based on complexity.
			Art ⁶	
			Awning	
			Banner	
			Entrance Details	
			Sign	
			Planter	
		Driveway Aprons and Curb Cuts	Public Service Facility	
			Resurface Existing Driveway Apron ⁵	
			Driveway Aprons and Curb Cuts ⁵	
			Enlargement of Existing ⁵	
		Excavation	New Residential ⁵	
			Gas Cut Dead for Demo	
Street Obstruction	Anode			
	Dumpster			
	Street and Sidewalk Obstructions (Less than 2 weeks)			



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STANDARD	For additional information not shown, refer to City of Rochester Rules and Regulations for Work in the Right-of-Way at https://www.cityofrochester.gov/rulesandregulations/	Permit Type	Permit Sub-Type	Submission Requirements
		Above Surface Encroachment	Sidewalk Café	<ol style="list-style-type: none"> 1. Scaled drawings (one inch = twenty feet) that include: <ol style="list-style-type: none"> a. Areas of disturbance w/ restoration b. Utility locates (potholing locations) c. All Right-of-Way and property lines d. Existing and proposed sidewalks e. Existing and proposed curb lines f. Existing and proposed driveways g. Existing and proposed utilities, both overhead and underground h. Existing and proposed features and facilities in the Right-of-Way i. Street names, intersecting streets, and street widths j. Survey monuments (contact the City's Maps & Survey's Department k. All Restoration details in accordance with the City of Rochester Standard Construction Documents Specifications and Details 2. Maintenance and Protection of Traffic (MPOT) Plan (including Traffic Control Board approval for obstructions 2 weeks or greater, and where otherwise required) 3. Construction Schedule, including schedules for each major phase of work 4. Required Permits from other public agencies (e.g. County, NYSDOT, U.S. Army Corps of Engineers, etc.) 5. Any required maintenance agreements or existing or proposed easements 6. Any registrations or agreements required by the Telecommunications Code or additional items deemed necessary by the City Engineer
		Driveway Aprons and Curb Cuts	New Commercial	
		Excavation	Direction Drilling	
			Lateral Repair	
			New Sewer Service	
			New Water Service	
		Sidewalk Construction/Repair	Regular < 150 square feet	
Trench > 50 feet in length				
Street Obstruction	Street and Sidewalk Obstructions (2 weeks or greater)	<ol style="list-style-type: none"> 1. Scaled drawings (one inch = twenty feet) that includes location of obstruction 2. Plan for maintenance and protection of traffic, including Traffic Control Board approval for obstructions 2 weeks or greater, and where otherwise required 3. Construction Schedule, including schedules for each major phase of work 		



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SHEET 3 OF 3

COMPLEX	<i>For additional information not shown, refer to City of Rochester Rules and Regulations for Work in the Right-of-Way at https://www.cityofrochester.gov/rulesandregulations/</i>	Permit Type	Permit Sub-Type	Submission Requirements
		Above Surface Encroachment	Telecom- Existing Pole Attachment	<ol style="list-style-type: none"> Scaled drawings (one inch = twenty feet) stamped by an engineer (P.E.) licensed in the State of New York. Drawings must include: <ol style="list-style-type: none"> Areas of disturbance w/ restoration Utility locates (potholing locations) All Right-of-Way and property lines Existing and proposed sidewalks Existing and proposed curb lines Existing and proposed driveways Existing and proposed utilities, both overhead and underground Existing and proposed features and facilities in the Right-of-Way Street names, intersecting streets, and street widths Survey monuments (contact the City’s Maps & Survey’s Department) All Restoration details in accordance with the City of Rochester Standard Construction Documents Specifications and Details
			Telecom- New Pole Attachment	
			Balcony/Fire Escape	
			Storm Enclosure	
		Below Surface Encroachment	Foundation Walls	<ol style="list-style-type: none"> Maintenance and Protection of Traffic (MPOT) Plan (including Traffic Control Board approval for obstructions 2 weeks or greater, and where otherwise required) Construction Schedule, including schedules for each major phase of work Required Permits from other public agencies (e.g. County, NYSDOT, U.S. Army Corps of Engineers, etc.) Any required maintenance agreements or existing or proposed easements
			Vaults/Areaways	
		Building Wall	New Building Wall	<ol style="list-style-type: none"> Any registrations or agreements required by the Telecommunications Code or additional items deemed necessary by the City Engineer
		Excavation	Utility Pole Installation	
			Catch Basin	
Manhole				
New Street Construction/ Repair	New Street Construction	<ol style="list-style-type: none"> Oversized Vehicle <ol style="list-style-type: none"> Submit application w/ axle loads Transportation Route Trucks over 80,000 lbs. traveling over City bridges require City Engineering Review and may require additional supplementary information certified by a P.E. licensed in the State of New York, to be obtained by the Permittee. 		
Oversized Vehicle	Over-dimensional Vehicle			