



INSTRUCTIONS FOR OBTAINING PERMIT FOR OBSTRUCTION OF STREETS

City of Santa Fe Code, Chapter 23-1.4 states that any person desiring to place any obstruction on any public street, alley or way in the city shall make application to the public works department for a permit to do so.

Steps for submitting an application for an Access Permit:

1. **Pick up an Application Packet** from the Public Works Department - Traffic Engineering Division office, 500 Market Street Suite 200, or from the City of Santa Fe website (www.santafenm.gov). Application Packets can also be mailed to applicants via US Mail upon request by calling 955-6631.
2. **Return Completed Applications** to the Public Works Department - Traffic Engineering Division. Completed Applications can also be submitted via US Mail to the City of Santa Fe Public Works Department - Traffic Engineering Division, PO Box 909, Santa Fe, NM, 87504-0909. Completed packets can also be submitted by email to llucero@ci.santa-fe.nm.us
3. **Please allow up to five (5) working days for application to be approved.**
4. **If approved**, the applicant will be contacted to schedule an appointment to pick up the permit and pay the \$100 permit fee.

CHECK LIST FOR SUBMITTING AN APPLICATION:

1. _____ PERMIT APPLICATION (FOLLOWING PAGE)
2. _____ ACCURATE DRAWING OF PROPOSED OBSTRUCTION OF STREETS INCLUDING ALL NEEDED TRAFFIC CONTROL. TRAFFIC CONTROL MUST COMPLY WITH THE MOST CURRENT EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
3. _____ PROOF OF GENERAL LIABILITY INSURANCE IN THE AMOUNT OF \$1,050,000 THAT NAMES THE CITY OF SANTA FE AS A POLICY HOLDER
4. _____ IN SOME CASES A \$10,000 SURETY BOND THAT NAMES THE CITY OF SANTA FE AS A POLICY HOLDER WILL BE NEEDED. THE TRAFFIC ENGINEERING DIVISION WILL DETERMINE IF A SURETY BOND IS NEEDED.
5. _____ APPLICANT MUST ALSO CONTACT AND COORDINATE WITH THE PARKING DIVISION (505-955-6667 OR 505-955-6615) REGARDING BAGGING PARKING METERS AND/OR PARKING IN OTHER WISE NON-PERMITTED AREAS.
6. _____ A PERMIT FEE OF \$100 WILL BE COLLECTED WHEN PERMIT IS ISSUED. (CASH, VISA OR MASTER CARD, OR CHECK TO THE CITY OF SANTA FE).

*The Traffic Engineering Division must obtain authorization from the City's Fire Marshal prior to issuance of permit.



City of Santa Fe
Public Works Department
Application for Permit for Obstruction of Streets

A Permit for a legal obstruction of any public street alley or way in the city is governed by the requirements of City Code §23-1.4.

APPLICANT NAME _____

MAILING ADDRESS _____

EMAIL ADDRESS (OPTIONAL) _____

APPLICANT PHONE NUMBER _____

IN ACCORDANCE WITH THE ATTACHED PLAN OR SKETCH, APPLICATION IS MADE FOR OBSTRUCTION OF STREETS FOR THE FOLLOWING LOCATION:

COMPANY NAME _____

LOCATION _____

REASON FOR OBSTRUCTION: _____

DATES OF OBSTRUCTION _____

Additional Comments:

If this permit is granted, I/we agree to comply with all of the conditions, restrictions, and ordinances of the City of Santa Fe, which govern this permit. I/We further understand that failure to comply with the conditions of this permit may result in revocation of this permit and possible fines or other legal actions imposed by the City of Santa Fe.

Applicant Signature _____ *Date* _____

For Office Use Only

DATE IN _____ **DATE OUT** _____

REVIEWED AND SIGNED BY _____

PERMIT APPLICATION NUMBER _____