



## INSTRUCTIONS FOR OBTAINING PERMIT FOR OBSTRUCTION OF STREETS

City of Santa Fe Code, Chapter 23-1.4 (*Streets, Sidewalks and Public Places – Obstruction of streets*) 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 – Complete Streets Division or from the City of Santa Fe website: (<https://santafenm.gov/public-works/engineering-division/traffic-engineering-section>).
2. **Return Completed Applications** to the Public Works Department – Traffic Engineering Section. Completed Applications can also be submitted via US Mail to the City of Santa Fe Public Works Department – Traffic Engineering Section, 737 Agua Fria, Santa Fe, NM, 87501. Completed packets can also be submitted by email to [rmgomez@santafenm.gov](mailto:rmgomez@santafenm.gov).
3. **Please allow up to five (5) business days for application to be reviewed.**
4. **If approved**, the applicant will be contacted to schedule an appointment to pick up the permit and pay the \$100 permit fee.

### CHECKLIST 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 SECTION WILL DETERMINE IF A SURETY BOND IS NEEDED.
5. \_\_\_\_\_ APPLICANT MUST ALSO CONTACT AND COORDINATE WITH THE PARKING DIVISION (505-955-6581) REGARDING PARKING METER HOODS AND/OR PARKING IN OTHERWISE NON-PERMITTED AREAS.
6. \_\_\_\_\_ A PERMIT FEE OF \$100 WILL BE COLLECTED WHEN PERMIT IS ISSUED. (CASH, VISA OR MASTER CARD, OR CHECK PAYABLE TO THE CITY OF SANTA FE).

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



City of Santa Fe  
 Public Works Department  
 – Complete Streets  
 Division/Traffic  
 Engineering Section  
 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 (Streets, Sidewalks and Public Places – Obstruction of streets).**

**APPLICANT NAME** \_\_\_\_\_  
**MAILING ADDRESS** \_\_\_\_\_  
**EMAIL ADDRESS** \_\_\_\_\_  
**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** \_\_\_\_\_

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### **23-1.4 Obstruction of streets.**

- A. *Permit Required; Fee.* Except as otherwise provided, 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. Such permit shall be granted on compliance with terms as may be imposed by a city engineer and on the payment of a fee of one hundred dollars (\$100.00) per permit.
- B. *Warning Lights Required.* Except as otherwise provided, warning lights shall be placed and maintained from sundown to sunup of every day at both ends of every obstruction on any street of the city and at intervals of not more than fifty feet (50') along such obstruction.
- C. *Removal.*
  - (1) Any obstruction on any street or alley or in that half of the street adjoining any store, shop, building or premises in violation of paragraphs A or B above, shall immediately be removed by the owner or occupant of the premises.
  - (2) It is the duty of any police officer or other authorized city employees finding an obstruction in any street or alley, to notify and require the owner, occupant or person in charge, to remove the obstruction immediately.
  - (3) It is unlawful for any person to refuse or neglect to comply with such order and the city shall immediately remove the obstruction at the expense of the owner or occupant.
  - (4) No person shall hinder, interfere with, or prevent the city from performing any of the duties conferred in this paragraph.

(Code 1953, §§ 24-4—24-7; Code 1973, §§ 30-4—30-6; SFCC 1981, §§ 4-11-4—4-11-6; Ord. #2011-12, § 1)

State law reference(s)—Authorizing city to regulate obstructions on streets, Sec. 3-49-1 NMSA 1978.