

## **MAJOR ENCROACHMENTS INTO PUBLIC RIGHT-OF-WAY**

### **Request for Permission from Common Council**

**PLEASE NOTE:** An encroachment request is a legislative action, and therefore *not an entitlement*. This request is not guaranteed to be heard or approved by the Common Council.

### **PROCEDURE**

An Applicant who is seeking Common Council permission to use the public right-of-way for private purposes must submit a written request to the Office of the City Clerk. The letter needs to include a description of the proposal and a full size copy of the property survey annotated to show the *exact location* and *dimensions* of the encroachment. The Office of the City Clerk reviews the request and consults with other City and County Departments and local utility companies. If no negative responses result from this review, the encroachment may be placed on the Common Council agenda for a decision. If there is an objection, the request is automatically denied. The applicant will be notified of the denial by a letter from the City Clerk.

### **INFORMATION NEEDED FROM APPLICANT**

- Applicant's name, mailing address, phone number, and the address of the subject property abutting the intended right-of-way to be utilized.
- Property survey (must not be reduced) illustrating the intended City right-of-way to be utilized and drawn *to scale*.
- Specific measurements should include:
  1. Measurements from the dwelling or establishment to the property lines.
  2. Measurements from dwelling or establishment to desired location of physical improvement in the right-of-way.
  3. Width of City sidewalk.
  4. Distance from the sidewalk to the curb.
  5. Exact dimensions of improvement to be located within the right-of-way.

Please see page two for a sample letter of request and samples of required illustrations. Requests should be sent directly to:

City of Syracuse  
Office of the City Clerk  
Room 231  
233 East Washington Street  
Syracuse, New York 13202

A delay will result if your request is not accompanied by the required information. If your request is incomplete you will be contacted by the Office of the City Clerk. Questions can be directed to the Office at 315-448-8216.

SAMPLE LETTER

This is a sample letter. Please submit a typed letter with the proper wording describing your project and request to use the City right-of-way to the Office of the City Clerk.

SAMPLE

Date: \_\_\_\_\_

Office of the City Clerk  
233 East Washington Street  
Room 231  
Syracuse, New York 13202

SAMPLE

To Whom it May Concern;

I am requesting permission to (install, construct, replace, etc.) a (retaining wall, deck, porch, handicap ramp, etc.) in the City right-of-way abutting (address) \_\_\_\_\_.

The reason for my request to use City property for my benefit is

\_\_\_\_\_

\_\_\_\_\_

SAMPLE

\_\_\_\_\_

SAMPLE

\_\_\_\_\_

Enclosed please find my full scale property survey (and any construction plans) illustrating my proposal which is drawn to scale showing that the encroachment will extend \_\_\_\_\_ feet \_\_\_\_\_ inches into the City right-of-way.

SAMPLE

I am requesting consideration of this proposal by the Syracuse Common Council. I can be reached at (phone number) \_\_\_\_\_ if you should have any questions.

Sincerely,

SAMPLE

Print Applicant name:

Print Applicant Address: