



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

DES Right-of-Way Permits

Jumpstarting ROC – Flower City Sidewalks Temporary Street Closure Permit Process

Issued: June 2, 2020

City Code requires a permit prior to placement of tables and chairs for sidewalk café operations within the public right-of-way. In response to COVID-19, the City of Rochester is expanding opportunities for restaurants, bars, and retail establishments to utilize spaces beyond the sidewalks, including parking lanes, travel lanes, and/or entire streets, where appropriate. **There will be no permit fees associated with this program for the 2020 season.** The process for acquiring a Temporary Street Closure Permit through the Flower City Sidewalks program is as follows:

Step 1: Review the Jumpstarting ROC website (www.jumpstartingroc.com) to determine what, if any, Level of closure your street is eligible for. Levels are described on the website.

Step 2: Work with any adjacent restaurants, bars, or retail establishments in your block to gain consensus on the type of closure (Level 3, 4, or 5), if any, to pursue. Proof of support from businesses on your block will be required to implement any closure.

Step 3: Download a Right-of-Way permit application from the City website at: www.cityofrochester.gov/streetpermits

Step 4: Each business is required to submit their own Permit Application. Complete the Permit Application and be sure to include the following:

- Signed Acknowledgement Form
- Signed State Liquor Authority Licensee Certification form (if applicable)
- Current Certificate of Liability Insurance naming the City of Rochester as additionally insured
- Site drawing(s) sufficient to showcase the proposed closure type (Level 3, 4, or 5) and the proposed layout of tables and chairs with all related dimensions for your business. Dimensions are required to assure conformance with phasing requirements outlined in the NY Forward plan and current NYS Executive Orders regarding social distancing.

Step 5: Submit Permit Application materials. There are three (3) options for submitting materials:

- Email to DESPermitOffice@CityofRochester.gov
- Deliver directly to City Hall at drop box located at the Fitzhugh Street entrance
- Mail to: City Hall, 30 Church St., Room 225B, Rochester, NY 14614

Once received, the Permit Office will review the application and work with each applicant to determine if their site qualifies for a temporary street closure permit and/or requires modifications/revisions. The City will assist with coordination among multiple businesses



where required. The applicant must demonstrate that their plan is in compliance with social distancing requirements and allows for the safe, accessible passage of pedestrians through the site.

For applicants that receive permit approval, a permit will be processed and issued to the applicant that will include all conditions required for implementation. The City will be responsible for installing and maintaining any barricades or signage required to implement the proposed closure(s). Businesses will be responsible for tables, chairs, parklet structures, etc., required for business operation.

Any questions? Please contact us!

Write: DESPermitOffice@CityofRochester.gov

Call: (585) 428-6848

Visit: www.cityofrochester.gov/streetpermits