



PUBLIC WORKS – ENGINEERING

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | PHONE 541-917-7676 | FAX 541-917-7573

SALES/SEATING ENCROACHMENT APPLICATION – TEMPORARY (SEAT)

Site & Application Information (email completed applications to pw-customerservice@cityofalbany.net)

NEW Application or RENEWAL application with no change in previous site plan (provide copy of site plan)

Application is hereby made for a temporary revocable permit for encroachment into the public right-of-way, specifically the public sidewalk in accordance with Chapter 14.04 of the City of Albany Municipal Code.

Business Name: _____ Business Phone: _____

Business Address: _____

Applicant Name (print): _____ Email: _____

I shall indemnify and hold the City of Albany, it's officers, agents, and employees free and harmless from any claims for damages to persons or property including legal fees and costs of defending any actions or suits thereon, including appeals therefrom, which may result from granting this permit.

Applicant Signature: _____ Date: _____

Property Owner Name (print): _____ Phone: _____

Property Owner Address: _____

Property Owner Signature: _____ Date: _____

General Requirements/Conditions for Permit:

- A clear and unobstructed accessible route with a minimum width of four (4) feet and minimum height of seven (7) feet (measured vertically from grade) shall be provided. The accessible route shall be free from obstructions, including (but not limited to) tree wells, tree limbs, bike racks, lamp posts, sign posts, fire hydrants, etc.
- Any change of sidewalk grade that is 1/2-inch or greater also constitutes an obstruction and shall not encroach into the required accessible route.
- Proposed encroachment shall not occupy or obstruct vision clearance triangles (intersection of streets or streets and alleys/driveways), where applicable.
- No encroachment shall extend over the established curb line of the street.
- Encroachments for businesses that hold a valid liquor license shall provide a signed copy of the license issued to them by the Oregon Liquor Control Commission (OLCC).
- The Permittee shall hold harmless the City, its officers, and employees, and shall indemnify the City, its officers, and employees for any claims for damages to property or injury to persons which may occur in connection with an activity carried on under the terms of the permit.
- Permit shall expire upon City Council direction to discontinue the program.
- Permit may be revoked, at any time, for failure of Permittee to comply with the conditions of this permit after 10-days' notice of revocation.



APPLICATION REQUIREMENTS CHECKLIST

A complete application must include all of the following:

- Complete Application Form.
- Scaled Site Plan (if renewal, please attach the previously approved plan): Plans shall include the following information:
 - Proposed area of encroachment with dimensions
 - Label street name and address of business
 - All nearby street intersections or street alley/driveway intersections
 - Proposed location/size of any appurtenances associated with proposed encroachment (tables, chairs, tables, sales racks, etc.)
 - Dimensioned ADA-compliant path-of-travel for pedestrians on the sidewalk
 - Dimensioned ADA clearances
 - Clearances from proposed encroachment to fixtures, lights, tree wells, signs, bike racks, planters, etc.
 - Location and type of material proposed for delineating area (if any)
- Alcohol serviced (Restaurants only): Yes No
 - If yes, current copy of OLCC is required.

EXAMPLES OF PERMITTED ENCROACHMENTS

