

# Application to Obstruct or Encumber a Public Street or Sidewalk for Construction Related Purposes

(For Office Use Only)

Applic. No.: \_\_\_\_\_  
Date/Time: \_\_\_\_\_  
Received: \_\_\_\_\_  
Approved: \_\_\_\_\_

Obstruction Permit Application Form  
Complete & Submit To:  
Brunswick Public Works Dept.  
9 Industry Rd  
Brunswick, ME 04011  
207.725.6654  
[publicworks@brunswickme.org](mailto:publicworks@brunswickme.org)  
Allow 4 Days to Process Application

Emergency Contact Info for Responsible Person  
Available 24/7 for Any Issue with Obstruction:  
  
Print Name: \_\_\_\_\_  
  
Phone 1: \_\_\_\_\_  
  
Phone 2: \_\_\_\_\_

**Street Address of Proposed Obstruction:** \_\_\_\_\_

**Required Additional Information:** Attach a sketch showing overall site and area to be obstructed. Locate on the sketch all warning signs (indicate wording) fencing, cones and barriers to be used.

Applicant: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Duration of Obstruction: Start date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please give a detailed description of proposed obstruction including work being done, equipment used:

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Will you be painting the exterior of the property?  Yes  No

Will you be repointing brick work or façade repairs?  Yes  No

Will you provide a temporary dumpster?  Yes  No If Yes, show dumpster location on sketch.

Will you be conducting any work that may cause material to fall to the ground below?  Yes  No

If yes, describe containment methods: \_\_\_\_\_

Will you be conducting any work that may cause soil, paint chips or other materials to wash into storm drains?  Yes  No. If Yes, describe containment methods: \_\_\_\_\_

Will you be using: ladders, staging, motorized lifts/equipment or a combination? [Circle which apply and show locations on the sketch.]

Are you requesting permission to block any parking spaces or a sidewalk or street?  Yes  No

[If Yes, how are you proposing to accommodate pedestrians and/or traffic?]

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The above applicant hereby requests permission from the Town of Brunswick to obstruct/encumber the area as described above for the purpose of facilitating construction or maintenance activities only. In connection with this request, the applicant agrees to the following:

1. It shall be the responsibility of the applicant to secure the perimeter of the encumbered area as may be necessary for pedestrian and vehicular safety. Applicant shall be responsible for installing and maintaining signage, jersey barriers, fencing, barricades and the like as deemed necessary by the applicant or the Town. Pedestrian access shall meet the requirements of the Americans with Disabilities Act. (**NOTE:** If sidewalk or street is being asked to be blocked, contact the Public Works Director at 725-6654, to schedule an onsite meeting.)
2. It shall be the responsibility of the applicant that all work is carried out during normal weekday only construction hours. No work shall start before 7:00 AM and all work shall end by 6:00 PM. Included in these hour limits, are the setting up or dismantling of staging or equipment that would cause noise. Starting of support equipment engines is also included in these restrictions. The town reserves the right to further limit hours of operation as special conditions may dictate.
3. It shall be the responsibility of the applicant to insure that no equipment is stored at the location of the encumbrance between 5:00 p.m. on Friday and 7:00 a.m. on Monday or as further directed by the Codes Enforcement Officer, Public Works Director or Police Chief or his/her designees.
4. It shall be the responsibility of the applicant to insure that no materials are stored at the location of the encumbrance between the close of daily construction work and the next day that construction work begins.
5. It shall be the responsibility of the applicant to insure that any construction materials in the encumbrance location are only those needed on an immediate and ongoing basis for construction or maintenance, and also insure that the materials do not pose a danger or nuisance.
6. It shall be the responsibility of the applicant to insure that the location of the encumbrance is maintained in a neat and orderly fashion.
7. It shall be the responsibility of the applicant to take reasonable steps to remedy any damage to municipal property caused by the applicant's activities as directed by the Codes Enforcement Officer, Director of Public Works or the Police Chief. The town may elect to accept reasonable reimbursement from the applicant in lieu of remedy.
8. The applicant agrees to procure insurance of the type and in a form satisfactory to the Town Attorney, which, at a minimum, provides the Town as named insured with One Million (\$1,000,000) Dollars (per occurrence) in liability coverage for any liability potentially arising out of the encumbrance permitted by this agreement. An appropriate certificate of such insurance shall be affixed to this application. The following should be stated in the "Description of Operations/Locations/Vehicles" section of the insurance certificate: Town of Brunswick is named an additional insured for work at 123 Sample Street.
9. The application shall be submitted in complete and acceptable form no later than five (5) days prior to the encumbrance. No encumbrance of the public street or sidewalk shall occur prior to the written approval of this application.
10. The applicant agrees to provide copies of the completed and approved application to properties that may be impacted by the encumbrance as directed by the Codes Enforcement Officer, PW Dir., Police Chief.

Applicant Signature: _____	Approved By: _____
Print Name: _____	Date: _____
Date: _____	Town Engineer/Pub. Works Dir.

Fee due to be determined by Public Works Dept

Application Fee Due: \$\_\_\_\_\_ Amount Received: \$\_\_\_\_\_

**Additional Conditions Required by Town for this Permit Application:**

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**Obstruction Permit Fee Schedule**

**Town of Brunswick**

The base application fee is ten dollars (\$10.00) plus the following as applicable:

1. Occupying any parking stalls located within a time restricted area is fifteen dollars (\$15.00) per day per stall.
2. Occupying any area where un-restricted parking is permitted is ten dollars (\$10.00) per day.
3. Occupying a travel lane is fifteen dollars (\$15.00) per day.
4. Occupying part of a sidewalk where sufficient sidewalk area remains to accommodate pedestrians (48 inches) or a temporary sidewalk area is provided to safely re-route pedestrians around the obstruction is ten dollars (\$10.00) per day.
5. Occupying all of a sidewalk requiring pedestrians to detour and use an alternate route: twenty-five (\$25.00) per day.
6. Occupying a street requiring the closure of the street to traffic is one hundred dollars (\$100.00) for up to four (4) hours or two hundred dollars (\$200.00) per day.
7. Failure to obtain in advance an Obstruction Permit shall result in the following charges:
  - a. twenty five dollars (\$25.00) for the first occurrence and one hundred dollars for the second occurrence and two hundred fifty dollars (\$250.00) for the third and each subsequent occurrence,
8. Should the actual duration of the obstruction area increase from what the applicant originally indicated and paid then the applicant will promptly pay for such overage upon notification by the Town. The maximum fee for an obstruction will be capped at two hundred dollars (\$200.00) per month for items 1 thru 5 above.