



# PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit #: \_\_\_\_\_  
 Effective Date: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 Fee: \_\_\_\_\_  
 Paid (yes or no): \_\_\_\_\_

Rev. 04-10-15

### Applicant Information

Name (print): Deni Kuchler Company: First English Lutheran Church/Ruby's Pantry  
 Address: 326 E. North Street Telephone: 920-733-2303 FAX: \_\_\_\_\_  
Appleton, WI 54911 e-mail: dkuchler@felc.com  
 Applicant Signature: *Deni Kuchler* Date: 07.12.2021

### Occupancy Information

General Description: Ruby's Pantry Monthly Food Distribution. Requesting street closure from 2pm to 7pm the first Tuesday of each month starting Aug. 3. N. Ida Street closure just in front of FELC church office. See attached map for details  
 Street Address: \_\_\_\_\_ Tax Key No.: \_\_\_\_\_  
 - or -  
 Street: Ida Street From: E. North Street To: 527 N. Ida Street  
 Multiple Streets: \_\_\_\_\_

(Department use only)

Occupancy Type	Sub-Type	Location
<input type="checkbox"/> Permanent (\$40)	<input type="checkbox"/> Sandwich Board	<input type="checkbox"/> Sidewalk
<input type="checkbox"/> Temporary - max. 35 days (\$40)	<input type="checkbox"/> Tables / Chairs	<input type="checkbox"/> Terrace
<input type="checkbox"/> Amenity/Annual (\$40)	<input type="checkbox"/> Dumpster	<input checked="" type="checkbox"/> Roadway
<input checked="" type="checkbox"/> Blanket/Annual (\$250)	<input type="checkbox"/> POD / Container	
<input type="checkbox"/> Block Party (\$15)	<input checked="" type="checkbox"/> Obstruction / Other	

### Additional Requirements

Plan/Sketch  Certificate of Insurance  Bond  
 Other: \_\_\_\_\_

### Traffic Control Requirements

N/A  Contact Traffic Division (832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.  
 Type of Street: \_\_\_\_\_ Proposed Traffic Control: \_\_\_\_\_  
 Arterial/CBD  City Manual Page(s)  
 Collector  State Manual Page(s)  
 Local  Other (attach plan)  
 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Additional Requirements: \_\_\_\_\_

### This permit approval is subject to the following conditions:

1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy.
2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application.
3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met.
4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted.
- 5.
- 6.

This permit is issued to the applicant upon payment of the permit fee and is expressly limited to the location and type described herein. The applicant, in exchange for receiving this permit, warrants that all street occupancies will be performed in conformity to City ordinances, standards and policies, be properly barricaded and lighted, and be performed in a safe manner. By applying for and accepting this permit, the applicant assumes full liability and/or any costs incurred by the City for corrective work required to bring the subject area into compliance with said ordinances, standards, policies and permit conditions. No occupancy shall occur prior to approval of this permit by the Department of Public Works.

The Grantee shall guarantee at their expense, the repair or replacement of pavement, sidewalk and any other facilities within the public right-of-way damaged or destroyed by the Grantee or any sub-contractor working for them. The Grantee shall assume complete and full liability and responsibility, in accordance with existing ordinances and policies, in the event of injury or damage to persons or property resulting from their facilities within the public right-of-way.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 (Department of Public Works)



TO:	Paula Vandehey	FROM:	Deni Kuchler
FAX:	(920) 832-6489	FAX:	Sender fax
PHONE:	(920) 832-6474	PHONE:	920-733-2303
SUBJECT:	Permit to Occupy Application	DATE:	07.12.2021

COMMENTS: Ruby's Pantry newest pop-up site will be hosted at First English Lutheran, 326 E North St, Appleton, WI 54911.

The Appleton distributions occur every first Tuesday of the month with the first distribution scheduled for Tuesday, August 3rd.

I met with Officer Mark Moderson to walk our site today and review the traffic flow. He suggested I apply for a Street Occupancy permit as we would like to request that Ida Street be closed from the corner of Ida and E. North Street to 527 N. Ida Street. Essentially the street that runs between the church building and the church parking lot. We'd request the closure to be in effect from 2pm to 7pm. Residents of N. Ida Street will still have access to their homes and driveways via Pacific Street.

Attached is the application as well as a map outlining the traffic flow for the events. Please advise as to the cost of the permit – as I'm not sure how this would be classified in terms of an "Occupancy Type" since it's only a few hours each month.

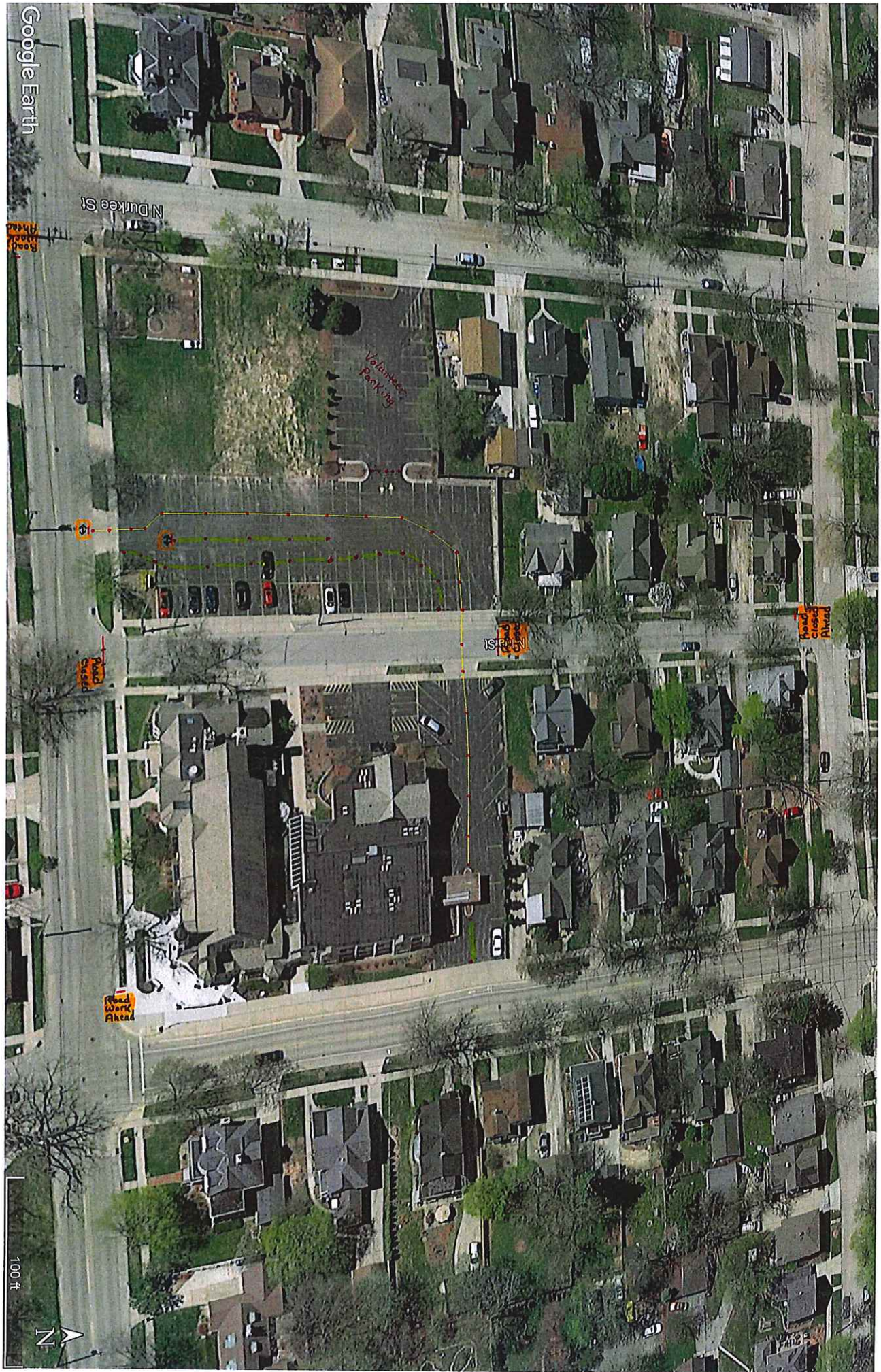
Ruby's Pantry is a food distribution service that is for ANYONE who eats.

Ruby's Pantry gathers various food shortages, surpluses and bumper crops into generous food bundles for a low \$20 contribution.

Additional information can be found at <https://www.rubyspantry.org/location/149>

Please direct all questions to Deni Kuchler at 920-733-2303 or 920-358-0554, [dkuchler@felc.com](mailto:dkuchler@felc.com)





Google Earth

N Durkee St

Volunteer Parking

IS 1515

Road closed Ahead

Road closed

Road Work Ahead

100 ft





