



# PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : \_\_\_\_\_  
 Effective Date: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 Non-Refundable Fee: \$40.00  
 Paid (yes or no): yes/157136545

Rev. 10-05-2023

### Applicant Information

Name (print): Ethan Buechel Company: J.H. Findorff & Son Inc  
 Address: 226890 Harrier Avenue Telephone: 715-323-3337  
Wausau, WI, 54401 E-mail: ebuechel@findorff.com

Applicant Signature: Ethan Buechel Digitally signed by Ethan Buechel DN: cn=US, email=ebuechel@findorff.com, o=J.H. Findorff & Son Inc, cn=Ethan Buechel Date: 2024.05.22 08:48:27-0800' Date: 5/22/2024

### Occupancy Information

General Description: Regular partial closure of College Avenue for material loading in to Fox Commons.  
M-W starting July 1 - November 15

Street Address: 10E College Ave Sidewalk/roadway obstruction requested  Y or  N  
 - or -

Multiple Streets: \_\_\_\_\_

Date(s) From: 7/1/2024 To: 11/15/2024 35 days or <  35 days or >   
 (Requires Committee and Council Approval)

*(Department use only)*

#### Occupancy Type

- Permanent - Obstruction (\$40)
- Temporary - Obstruction (\$40)
- Amenity/Annual (\$40)
- Blanket/Annual (\$250)
- Block Party (\$15)

#### Sub-Type

- Awning
- Dumpster
- Sign
- Obstruction / Other
- POD / Container

#### Location

- Sidewalk
- Terrace
- Roadway

### Additional Requirements

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

### Traffic Control Requirements

N/A

Type of Street: \_\_\_\_\_ Proposed Traffic Control: \_\_\_\_\_

- Arterial/CBD  City Manual Page(s) \_\_\_\_\_
- Collector  State Manual Page(s) \_\_\_\_\_
- Local  Other (attach plan) \_\_\_\_\_

Contact Traffic Division 920-832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure. Additional Requirements:

- \* TCP will be permitted Monday, Tuesday, Wednesday of each week, 5:30AM-2PM. After 2PM each of these days, all traffic control is clear of the driving/bike lanes and the sidewalk is reopened.
- \* On Monday and Tuesday afternoon (2PM), traffic control devices will be stored in the bagged parking stalls, and advanced signs turned from traffic or removed.
- \* On Wednesday afternoon (2PM), all traffic control and advanced signs are removed from College Avenue and stored offsite. The meter stalls are cleared, and bags removed. Everything remains clear of College Av ROW until the next Monday AM.
- \* A noise variance may be pursued through the Health Department.
- \* I believe this will avoid most, if not all, special events during the timeframe above. If an event does arise, you will need to accommodate and adapt schedule.

Approved by: MICHAEL HARAY Date: 5/20/24

#### 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)



**TRAFFIC CONTROL NOTES:**  
 ESTIMATED TIMEFRAME IS JULY 1ST - NOVEMBER 15TH  
 TCP WILL BE PERMITTED MONDAY, TUESDAY, WEDNESDAY OF EACH WEEK 5:30AM - 2:00 PM  
 AFTER 2:00 PM EACH OF THESE DAYS, ALL TRAFFIC CONTROL SHALL BE CLEAR OF THE DRIVING/BIKE LANES  
 AND THE SIDEWALK IS TO BE REOPENED.  
 ON MONDAY & TUESDAY AFTERNOON(2PM), TRAFFIC CONTROL DEVICES WILL BE STORED IN THE BAGGED PARKING  
 STALLS, AND ADVANCED SIGNS TURNED FROM TRAFFIC OR REMOVED.  
 ON WEDNESDAY AFTERNOON(2PM) ALL TRAFFIC CONTROL AND ADVANCE WARNING SIGNS SHALL BE REMOVED FROM  
 COLLEGE AVE AND STORED OFF-SITE. THE METER STALLS SHALL BE CLEARED AND METER BAGS REMOVED.  
 EVERYTHING REMAINS CLEAR OF COLLEGE AVE ROW UNTIL THE FOLLOWING MONDAY AM START



START DATE & TIME	ESTIMATED JULY 1ST TO NOVEMBER 15TH
DURATION:	

**GENERAL NOTES:**  
 THIS TRAFFIC CONTROL PLAN IS FOR INFORMATIONAL PURPOSES ONLY.  
 TRAFFIC CONTROL PLAN IS NOT TO SCALE.  
 WARNING LITES OF APPLETON, INC. ASSUMES NO LIABILITY FOR LAYOUT  
 & SETUP OF ACCEPTED TRAFFIC CONTROL PLAN.  
 THE CITY OF APPLETON DECIDES FINAL APPROVAL OF TRAFFIC CONTROL PLAN.  
 ADVANCED WARNING SIGNS WILL BE MOUNTED ON PORTABLE SUPPORTS.  
 THE EXACT NUMBER, LOCATION, AND SPACING OF ALL SIGNS AND DEVICES.  
 SHALL BE ADJUSTED TO FIT FIELD CONDITIONS AS APPROVED BY THE ENGINEER.

**LEGEND**

SIGN SYMBOL	42" DELINEATOR CONE
CHANNELIZER DRUM	
TYPE III BARRICADE	
DIRECTION OF TRAFFIC	

Owner	CITY OF APPLETON	
Project Name	City Center Plaza	Project Number N/A
Prime Contractor	FINDORFF	Traffic Control Contractor Warning Lites of Appleton, Inc.
Phone	920-725-0757	Sheet Number 1
Prepared By	Lance G Mael	Date 05/17/2024

**DEPARTMENT OF PUBLIC WORKS**  
**METER BAG APPLICATION**

Fee is \$9.00 per day plus tax or any part thereof.

**THIS FEE WILL BE CHARGED FOR EVERY DAY THE METER BAG IS RESERVED**  
(excluding Sundays and City Observed Holidays).

**NOTE:** Meter bags shall not be used on red meters. If a red meter is found bagged, the bag will be removed and the vehicle will be ticketed.

Company Name .....

Agent.....

Company Address.....

Phone Number | Email .....

Reason .....

Location .....

**\*Required\***

Meter Zone & Space#.....

Date(s).....

**(Department use only)**

Amount Due.....  
(\$9.00 per bag per day plus tax)

Approved by .....  
Department of Public Works Representative

Today's Date.....

6/4/2024

TOTAL BAG DAYS =

840

Rate = \$9.00/day + tax

\$ 7,975.80

North side of College Ave - Meters in front of 10 E College Ave

Table with columns: DATE, Day, Zone 9201 - 28, Zone 9201 - 29, Zone 9201 - 30, Zone 9201 - 31, Zone 9201 - 32, Zone 9201 - 33, Zone 9201 - 34, Zone 9201 - 35, Zone 9201 - 36, Zone 9201 - 37, Zone 9201 - 38, Zone 9201 - 39, Zone 9201 - 40, Zone 9201 - 41. Rows list dates from 7/1/2024 to 11/15/2024 with corresponding days and zone activity (Y or N/A).

**CAUTION:** This email originated from outside of Findorff's email system. Do not click on links or open attachments unless you were expecting this email. If you have questions or concerns please contact the IT Help Desk at (414) 977-4357.

Hi Ethan,

Following up with acknowledgment of game plan from today's meeting.

- Attached Boldt TCP, page 1, will be edited/tweaked to make it Findorff's TCP for Permanent Occupancy Permit. Sidewalk will be detoured to the south side of College between the Appleton Street and east crossing at Oneida Street. Local access to businesses shall be maintained.
- Estimated timeframe is July 1, 2024 thru November 15, 2024.
- TCP will be permitted Monday, Tuesday, Wednesday of each week, 5:30AM-2PM. After 2PM each of these days, all traffic control is clear of the driving/bike lanes and the sidewalk is reopened.
- On Monday and Tuesday afternoon (2PM), traffic control devices will be stored in the bagged parking stalls, and advanced signs turned from traffic or removed.
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- A noise variance may be pursued through the Health Department.
- I believe this will avoid most, if not all, special events during the timeframe above. If an event does arise, you will need to accommodate and adapt schedule.

Please acknowledge if I have summarized this correctly. Look forward to your revised TCP.



**Michael Hardy, P.E., PTOE**  
Traffic Engineer  
City of Appleton, Department of Public Works – Traffic Section  
2625 E. Glendale Av, Appleton, WI 54911-8688  
O: 920-832-5580 | [michael.hardy@appleton.org](mailto:michael.hardy@appleton.org)  
[Facebook](#) | [Appleton.org](#)

-----Original Appointment-----

**From:** Ethan Buechel <[ebuechel@findorff.com](mailto:ebuechel@findorff.com)>

**Sent:** Friday, April 12, 2024 7:01 AM

**To:** Michael Hardy

**Subject:** Accepted: LU Fox Commons/Findorff - 3rd Floor Material Access

# Statement of Insurance Coverage

## Insurance Coverage:

Insurance Carrier: Phoenix Insurance Company  
Insurance Agent Name and Phone Number: Willis Tower Watson Midwest, Inc. (952) 842-7000  
Policy Number: VTC2N-CO-7W348078-PHX-23  
Policy Period: 10/1/23-10/1/24

## Bond Coverage:


\* Bond Carrier: N/A  
\* Bond Agent Name and Phone Number: N/A  
\* Bond Number: NA  
\* Bond Period: NA

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee or duly authorized representative of the entity obtaining this permit/license.

I have reviewed and understand the insurance and bonding requirements of the City of Appleton. I hereby certify that I, or the company I represent have insurance and a bond in the amounts required to obtain this permit/license. I have named the City of Appleton as an additional insured for purposes of this permit/license and have provided the name of my insurance and bond carriers, the policy numbers and policy periods above.

Further, I agree to maintain appropriate insurance coverage for the duration of this permit/license and to indemnify against any and all liability, loss, damage and expenses and costs including attorneys' fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant, anyone directly or indirectly employed by any of them, which may arise from the use of city right of way or property under this permit or license.

I certify that this application, and all information and documentation provided therein, is true and accurate.

Company Name: J.H. Findorff & Son, Inc.  
Print Name: Katie Bader  
Signature:   
Date: 2/21/24

*\* Bonds are required for the following types of work only:*

- Plumbing in the public right-of-way: \$5,000.00 Permit Bond (Code Section 4-265)*
- Demolition of Buildings: \$5,000.00 Permit Bond (Code Section 4-188(a)(2))*
- Sewer lateral sealing in the public right-of-way: \$5,000.00 Permit Bond (Code Section 4-188(c))*
- Moving of Buildings: \$5,000.00 Permit Bond (Code Section 4-207(5))*
- Cement Finisher's License: \$5,000.00 License Bond (Municipal Code Section 9-33)*
- Excavation or place facilities in the public right-of-way: \$5,000.00 Permit Bond (Code Section 16-110)*