

## Paula Vandehey

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**From:** Meghan Warner <Meghan@appletondowntown.org>  
**Sent:** Tuesday, April 6, 2021 2:16 PM  
**To:** Paula Vandehey  
**Cc:** Jennifer Stephany  
**Subject:** Street Occupancy Permit - Downtown Creates Series - Sidewalk Sale

Paula,

We would like to request a street occupancy permit for our Downtown Creates series to include a sidewalk sale for the following dates: May 21-23, June 18-20, July 16-18 and August 20<sup>th</sup> from College Ave. to Richmond St. to Drew St.

Please let me know if you have any questions.

Thank you,

Meghan Warner  
Event Coordinator/Farm Market Manager  
Appleton Downtown Inc.  
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[www.appletondowntown.org](http://www.appletondowntown.org)  
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*"...meeting community needs...enhancing quality of life."*

**DEPARTMENT OF PUBLIC WORKS**  
**Engineering Division**  
**100 North Appleton Street**  
**Appleton, WI 54911**  
**(920) 832-6474**  
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## **CITY OF APPLETON**

### **COLLEGE AVENUE SIDEWALK SALE PERMIT POLICY**

This policy has been developed to provide opportunities for downtown retailers to sell merchandise within the College Avenue beautification strip.

#### Requirements for College Avenue Sidewalk Sale Permit

1. Approval of the temporary street occupancy permit is required by the Municipal Services Committee and the City Common Council.
2. All merchandise must be within the beautification strip in front of the business selling merchandise (but not allowed within the bump out area).
3. No merchandise can be within the sidewalk area.
4. Permit shall be approved for specified dates, not exceeding 20 per year.
5. Permit is not valid on any "Special Event Days" listed in City Code.
6. Merchandise and racks must be removed by the end of each business day.
7. Temporary Street Occupancy Permit must be renewed annually with an annual fee of \$40.
8. Property owner must annually provide Certificate of Insurance.