



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : _____
Effective Date: _____
Expiration Date: _____
Non-Refundable Fee: _____
Paid (yes or no): _____

Rev. 05-2024

Applicant Information

Name (print): _____ Company: _____
Address: _____ Telephone: _____
_____ E-mail: _____
Applicant Signature: _____ Date: _____

Occupancy Information

General Description/Reason: _____
Street Address: _____ Sidewalk/roadway obstruction requested Y or N
- or -
Multiple Streets: _____
Date(s) From: _____ To: _____ 35 days or < 35 days or >
(Requires Committee and Council Approval)

(Department use only)

<u>Occupancy Type</u>	<u>Sub-Type</u>	<u>Location</u>
Permanent - Obstruction (\$40)	Awning	Sidewalk
Temporary - Obstruction (\$40)	Dumpster	Terrace
Amenity/Annual (\$40)	Sign	Roadway
Blanket/Annual (\$250)	Obstruction / Other	
Block Party (\$15)	POD / Container	

Additional Requirements

Plan/Sketch Certificate of Insurance Bond Committee and Council Approval
 Other : _____ Date: _____

Traffic Control Requirements

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:

Approved by: _____ Date: _____

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. **Dumpsters/PODs/Containers shall be located within 12" of face of curb.**
- 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)

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.....

Statement of Insurance Coverage

Insurance Coverage:

Insurance Carrier: _____

Insurance Agent Name and Phone Number: _____

Policy Number: _____

Policy Period: _____

Bond Coverage:

* Bond Carrier: _____

* Bond Agent Name and Phone Number: _____

* Bond Number: _____

* Bond Period: _____

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: _____

Print Name: _____

Signature: _____

Date: _____

** 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)*