



"...meeting community needs...enhancing quality of life."

Adopted _____, 2014

CITY OF APPLETON STREET OCCUPANCY PERMIT POLICY

This policy has been developed to clarify the approval process for Street Occupancy Permits.

PROCEDURE

All requests for a Street Occupancy Permit shall be submitted to the Department of Public Works – Engineering Division.

TYPES OF STREET OCCUPANCY PERMITS

1. Temporary Street Occupancy Permits are valid for up to 35 days.
2. Annual Street Occupancy Permits include Sandwich Board Sign Permits and Tables & Chairs Permits. These permits are renewed each June.
3. Permanent Street Occupancy Permits are valid until the sign, banner, overhang, etc. are removed. Replacement of these objects requires a new permit application.

APPROVAL CRITERIA

1. Requesting party must be the owner of the property, or the agent acting on behalf of the property owner.
2. The request shall include the purpose for the Street Occupancy Permit, applicable drawings, dimensions, etc. necessary for staff review.
3. Prior to issuance of the Street Occupancy Permit, all applicable permit and meter fees shall be paid in full. Fees on file in the Department of Public Works.
4. A Certificate of Insurance or Insurance and Bond Coverage Form.

APPEAL PROCESS

Anyone denied a Street Occupancy Permit request administratively may appeal the decision to the Common Council through the Municipal Services Committee.