



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): Meghan Warner Company: Creative Downtown Appleton
 Address: 333 W College Ave Ste. 100 Telephone: 920-954-9112 FAX: _____
Appleton, WI 54911 e-mail: meghan@appletondowntown.org
 Applicant Signature: *Meghan Warner* Date: February 15, 2022

Occupancy Information

General Description: Downtown Creates is an open air, walkable, free event series that happens every 3rd Friday from May - August.
Event dates: May 20 (AASD Student Walk), June 17th (street music), July 15-16 (Chalk Walk) Aug. 19-20 (Paint Out)

Street Address: Downtown Businesses may conduct sidewalk sales during these events - weather permitting Tax Key No.: _____
 - or -
 Street: College Ave From: 900 W College Ave To: 300 E College Ave
 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 type="checkbox"/> Roadway
<input type="checkbox"/> Blanket/Annual (\$250)	<input type="checkbox"/> POD / Container	
<input type="checkbox"/> Block Party (\$15)	<input type="checkbox"/> Obstruction / Other	

Additional Requirements

Plan/Sketch Certificate of Insurance Bond
 Other: _____

Traffic Control Requirements N/A

<p><u>Type of Street:</u></p> <input type="checkbox"/> Arterial/CBD <input type="checkbox"/> Collector <input type="checkbox"/> Local	<p><u>Proposed Traffic Control:</u></p> <input type="checkbox"/> City Manual Page(s) <input type="checkbox"/> State Manual Page(s) <input type="checkbox"/> Other (attach plan)	<p><input type="checkbox"/> Contact Traffic Division (832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.</p> <p>Additional Requirements: _____</p>
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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.
 - 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)

Insurance and Bond Coverage:

Insurance Carrier: Currently on File

Insurance Agent Name and Phone Number: _____

Policy Number: _____

Policy Period: _____

* Bond Carrier: N/A

* Bond Agent Name and Phone Number: N/A

* Bond Number: N/A

* Bond Period: N/A

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: Appleton Downtown Inc/Creative Downtown Appleton Inc.

Print Name: Jennifer Stephany

Signature: 

Date: February 14, 2022

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

- *Plumbing in the public right-of-way: \$5,000.00 Performance Bond (Code Section 4-265)*
- *Sewer lateral sealing in the public right-of-way: \$5,000.00 Performance Bond (Code Section 4-188(c))*
- *Moving of Buildings: \$2,000.00 Performance Bond (Code Section 4-207(5))*
- *Cement Finisher's License: \$2,000.00 Performance Bond (Municipal Code Section 9-33)*



PUBLIC ART APPLICATION

Community and Economic Development Department
100 N. Appleton St. PH: 920-832-6468
Appleton, WI 54911 FAX: 920-832-5994

Stamp date received

ARTIST / APPLICANT	
Name	Creative Downtown Appleton Inc. C/O Jennifer Stephany
Mailing Address	333 W. College Ave. Ste 100, Appleton, WI 54911
Phone	(920) 954-9112
E-mail	jennifer@appletondowntown.org

PROJECT AND LOCATION INFORMATION	
Property Tax # (31-0-0000-00) – if applicable	
Site Address/Location	College Ave. - 900 W to 300 E blocks
Description of proposed location for artwork within the property or facility (freestanding, attached to the building, inside building, etc.)	Amenity strip/Beautification Area - free standing objects
Project Title	Downtown Creates Series: May 20:AASD Student Walk, June 17:Street Music Week, July 15-16:Chalk Walk, August 19:Paint Out
Type of Artwork (mural, statue, sculpture, fountain, etc.)	painted chairs, sculptures, pottery, music, chalk art, beautiful materpieces on canvas or storefront windows.

SUBMITTAL REQUIREMENTS	
A complete submittal includes a completed application signed by the applicant with the following supplementary information:	
<ul style="list-style-type: none">• Brief description of the proposed artwork• Photos/sketches of proposed work• Site plan/location map showing location of proposed work• Reason for choosing the proposed location• Description of how the work is installed/anchored/attached• Installation specifications provided by a structural engineer• Timeline and duration of installation• How the artwork will be maintained (including any costs associated with the maintenance and who will be responsible for those costs)• Description of any associated signage	

SIGNATURE	
2/14/2022	
Date	Applicant/Artist Signature

OFFICE USE ONLY	
Application Complete _____	Date Filed _____

WHAT IS PUBLIC ART?

Public art is any work of art or element of design that is sited in or on property that is publicly owned or controlled by the City of Appleton (parks, buildings, right-of-ways, etc.) for people to experience.

Public property is defined as a *building and/or land owned and controlled and/or in which the use is operated by the City including fire stations, City Hall, public works and park facilities, library and the like.*

Public art will be reviewed in accordance with the Art in Public Places Policy that was approved by the Common Council. The policy can be found on the City's website: <https://www.appleton.org/government/community-and-economic-development/art-in-public-places-policy>.

WHAT IS THE PROCESS?

The Appleton Public Arts Committee (APAC) is responsible for implementing the Art in Public Places Policy and reviewing artwork proposed on public property. City Staff will review the proposals, prepare a report and present the project to the APAC. The APAC will make a recommendation to the appropriate committee of jurisdiction based upon the proposed project/request. Their recommendations will then be forwarded to the Common Council for final action. Upon receiving final approval for a public art project, the appropriate documents will be drafted according to the Art in Public Places Policy.

Downtown Creates Series: May 20, June 17, July 15 and August 19

The Downtown Creates Series embraces the walkability of our downtown, connecting people with artistic expression. With your support, we would like to showcase an exploration of art displays for the community to engage in and connect with. We often hear how the last two years have impacted the mental health of our community. Providing experiences of connection, even with strangers; is valuable and important to our overall well-being. Activating the sidewalks is great way to encourage walking and boost customer traffic for businesses as well.

As you review this application, we look forward to any suggestions or comments from the Public Art Committee, in an effort to make this series the success that we hope it to be.

• Brief description of the proposed artwork

May 20: AASD Student Walk

The May Downtown Creates display will showcasing talents from Appleton Area School Students. We anticipate a variety of artwork including up to 100 painted chairs. One teacher is working on 3D metal wire sculptures with a music theme that are 2-3 feet tall that would be place in the planters. We have also offered teachers 6 foot tables to display pottery or other items, as well as business windows to display 2D artwork. May will also include fiber rain creations. We are requesting access to the power in the planters for LED light strands. We are requesting sidewalk occupancy.

June 17: Street Music Week

The June Downtown Creates night will highlight the conclusion of Street Music Week June 13-17. Street Music week features a variety of local musicians donating their time over the lunch hour to raise financial support for Feeding America. As a partnered event with Heid Music, Lawrence University, Mile of Music and Creative Downtown Appleton this will be the 10th annual Street Music Week. Friday night will be an extension of that programming and presented in the same busking fashion featuring local musicians on the amenity beautification strip and other areas such as the parklet next to the 222 building or behind Heid Music. We also plan to rent Houdini Plaza to have a musician behind the fountain on the small stage. We are requesting access to the power in the planters for LED light strands or small amplification. We are requesting sidewalk occupancy. We will also apply for a noise variance through the health Department. Street Music Week also applies for separate permits.

July 15-16: Chalk Walk

The July Chalk Walk is a community favorite inviting the general public and local artist to create sidewalk masterpieces. Chalk creation will take place throughout the day on Friday and also on Saturday this year. Weather permitting the artwork will be a weekend long display to enjoy.

To enhance the Chalk Walk we will also apply for a sidewalk sale permit to add on Saturday, July 16th. We are requesting access to the power in the planters for LED light strands. We are requesting sidewalk occupancy.

August 19-20: Paint Out

The August Paint on the Town feature activates private business windows with painted murals and hosts a timed canvas competition for local artist of all abilities. We are requesting sidewalk occupancy Friday and Saturday to set up easels with 20x16" canvas boards, one chair, small folding table and artist supplies while they paint. We also will have mural artists painting on private windows utilizing a narrow area of the sidewalks as they paint. We are also requesting access to the power in the planters for LED light strands.

- **Photos/sketches of proposed work: Attached**

- **Site plan/location map showing location of proposed work –**

Each month: College Avenue between Badger/Story and Drew Street including the amenity beautification strip and the planters for signage and LED light strands.

May 20th we would like to place student wire sculptures in the planters as well.

Houdini Plaza will be rented for June 17 for use of the small stage area behind the fountain.

- **Reason for choosing the proposed location:**

Sidewalk activation promotes downtown exploration and utilizing the full district allows areas to be spaced apart to promote social distancing, throughout the mile stretch of College Avenue. Free masks and hand sanitizer will be made available to attendees.

- **Description of how the work is installed/anchored/attached**

Displays will be mostly free standing objects like the chairs and easels, some items for the May 20th event may be staked into the ground within the planters for stability. The chalk is applied direct to the concrete.

- **Installation specifications provided by a structural engineer**

N/A

- **Timeline and duration of installation**

Items would be placed during event timeframe:

- Friday, May 20 – Student art set-up beginning after 9 am with placement markings with painters tape and all items cleared by 9pm – no overnight displays,
- Friday, June 17 – set up for musicians after 4pm and all cleared up by 9pm
- Friday, July 15 – chalk installation beginning after 9am and continuing throughout Friday and Saturday. Duration will depend on weather. Images are washed away by the rain.
- Friday, August 19 – Easel set up for the canvas competition will begin after 9am on Friday and Saturday. Window painting will begin after 7am on Friday morning and Saturday morning. Sidewalk activity would end no later than 2pm on Saturday. Duration of window paint is dependent on the weather. Some are painted inside and some are painted on the outside of the windows.

• **How the artwork will be maintained (including any costs associated with the maintenance and who will be responsible for those costs)**

- May 20- Student artists are invited to stay with their art during the hours of the promoted event 5pm – 8pm Students are being asked to remove their items that night. A team of ADI volunteers will be on hand to gather any remaining items.
- June 17 – N/A
- July 15 – If professional remove is necessary for any of the created artworks, CDA would provide that service.
- August 19 – Artists are required to bring their easel and canvas back to the ADI office by 8pm on Friday night and 2pm on Saturday.

Creative Downtown Appleton Inc. will provide volunteers & staff each month to assist with removal of any items that may have been left behind.

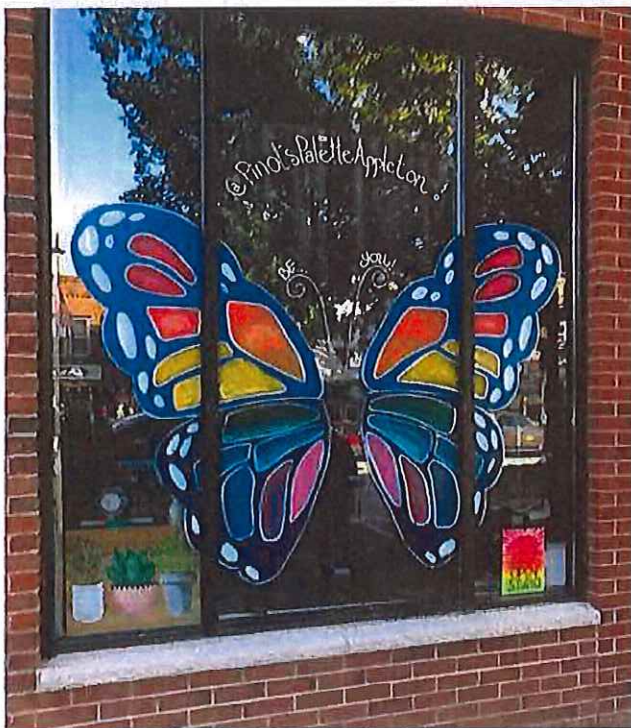
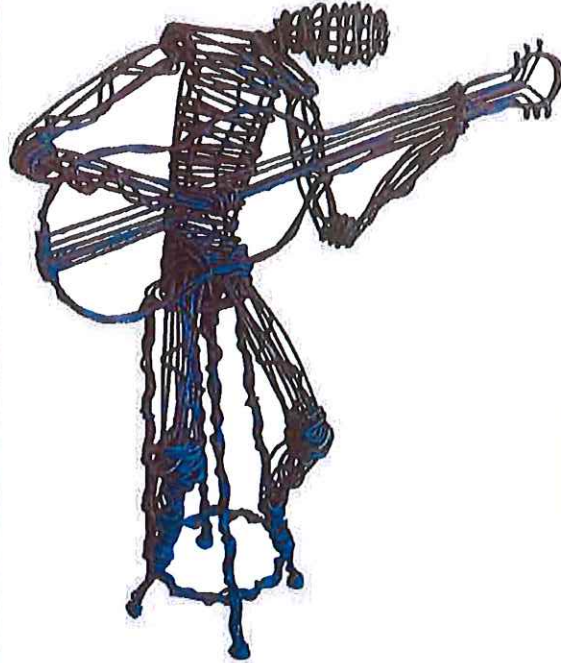
• **Description of any associated signage**

Signage consists of similar to image, placed in planters during each monthly event. Signage would look similar with minor updates, (image is from 2020), showcasing event, Creative Downtown Logo and sponsor logos. Dimensions 2' W x 1.5' H

2 feet wide



1.5 feet height



Date: February 9, 2022

To: Department of Public Works

From Creative Downtown Appleton Inc.

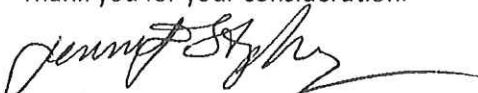
Subject: Public Right of Way temporary permit request

Please consider the following request for a permit to occupy the public right of way in Downtown Appleton for our Downtown Creates Series as follows. A copy of the public art committee application is attached.

- **May 20: Student Art:** A variety of art creations by local students: artful chairs, fiber pieces, metal wire sculptures, paintings, pottery etc...
 - Request for use of amenity beautification strip area and all tree planters on College Ave. between Drew St. and Badger St.
 - Requested use of planter for Downtown Creates sign and metal wire sculptures.
 - Request for access to power in the planters beginning at 4pm for LED light strands
- **June 17 – Street Music Week Finale:** solo to trio musician groups performing in busking style throughout downtown.
 - Request use of amenity beautification strip area and all tree planters on College Ave. between Drew St. and Badger St.
 - Requested use of planter for Downtown Creates sign
 - Request for access to power in the planters beginning at 4pm for LED light strands and small amplifiers.
- **July 15-16: Chalk Walk:** Chalk created masterpieces on the sidewalk and sidewalk sale
 - Request for use of amenity beautification strip area and all tree planters on College Ave. between Drew St. and Badger St.
 - Requested use of planter for Downtown Creates sign
 - Request for access to power in the planters beginning at 4pm. for LED light strands
 - Saturday July 16 Request for amenity beautification strip area for sidewalk sale 9am-6pm
- **August 19-20: Paint Out:** Easels for a timed painting competition as well as painted windows in private businesses.
 - Request for use of amenity beautification strip area and all tree planters on College Ave. between Drew St. and Badger St.
 - Requested use of planter for Downtown Creates sign
 - Request for access to power in the planters beginning at 4pm. for LED light strands

Please let us know if additional information is required.

Thank you for your consideration.



Jennifer Stephany
Executive Director

Creative Downtown Appleton Inc. and Appleton Downtown Inc.