



# PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit #: \_\_\_\_\_  
 Effective Date: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 Fee: \$40.00  
 Paid (yes or no): yes 5127-0003

Rev. 04-10-15

**Applicant Information**

Name (print): Meghan Petters Company: Appleton Downtown, Inc. & Creative Downtown Appleton, Inc.  
 Address: 333 W. College Ave., Suite 100 Telephone: 920-954-9112 FAX: \_\_\_\_\_  
Appleton, WI 54911 e-mail: meg@appletondowntown.org  
 Applicant Signature: *Meghan Petters* Date: 10/10/2023

**Occupancy Information**

General Description: Holiday Tree Walk & decorating contest in conjunction w/ Light Up Appleton on 11/11/23. Downtown businesses will be asked to participate by decorating Christmas trees & placing them within the amenity area 11/10/23-11/12/23.

Street Address: \_\_\_\_\_ Tax Key No.: \_\_\_\_\_  
 - or -  
 Street: College Avenue 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 checked="" type="checkbox"/> Temporary - max. 35 days (\$40)	<input type="checkbox"/> Tables / Chairs	<input checked="" type="checkbox"/> Terrace <u>Amenity strip</u>
<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 checked="" type="checkbox"/> Obstruction / Other	

**Additional Requirements**

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

**Traffic Control Requirements**  N/A  Contact Traffic Division (832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.

Type of Street: \_\_\_\_\_ Proposed Traffic Control: \_\_\_\_\_  
 Arterial/CBD  City Manual Page(s)  
 Collector  State Manual Page(s)  
 Local  Other (attach plan)  
 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)

October 9, 2023

Danielle L. Block  
City Of Appleton  
100 N. Appleton Street  
Appleton, WI 54911

Dear Ms. Block,

Appleton Downtown, Inc., along with Creative Downtown Appleton, Inc., would like to host a Holiday Tree Walk and decorating contest in conjunction with Light Up Appleton on November 11, 2023. Downtown businesses will be asked to participate by decorating real or artificial Christmas trees and placing them within the colored stamped amenity area adjacent to the sidewalk in front of their locations from November 10th through November 12th. We will instruct the businesses to display their trees in the appropriate location, using a sturdy stand, which is stabilized with weights or sandbags. The businesses will be directed to store their trees inside overnight. If wind gusts are expected, we will cancel or postpone the display.

We are requesting a Sidewalk Occupancy Permit to cover the amenity strip from 900 W. College Avenue through 300 E. College Avenue. We further request access and use of the landscape power for the tree lights. Store staff will set up their trees in the amenity strip beginning at 10:00 a.m. and will remove their trees by 8:00 p.m. We will not require any street closures for the tree walk.

Thank you for your consideration.

Sincerely,



Meghan Petters  
Administrative & Events Assistant  
Appleton Downtown, Inc.

Enclosure



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/23/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> Truyma Haase Zahn Insurance Group 114 S Main St PO Box 6 Seymour, WI 54165	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (920) 833-6871      FAX (A/C, No): (920) 833-6870 E-MAIL ADDRESS: info@thzins.com	
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b>	
<b>INSURED</b> Appleton Downtown Inc PO Box 2272 Appleton, WI 54912	<b>INSURER A:</b> Secura Insurance      22543	
	<b>INSURER B:</b> The Hartford      HARTF1	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	CP3301626	04/15/2022	04/15/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10000		CU3301635	04/15/2022	04/15/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	83WECAC9T18	04/15/2022	04/15/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Directors & Officers Liability		CP3301626	4/15/2022	4/15/2023	Per Occurrence \$1,000,000
A	Liquor Liability		CP3301626	4/15/2022	4/15/2023	Per Occurrence \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
City of Appleton as additional insured - when required by contract per form CGT1000  
Commercial Umbrella follows forms of underlying policies.

<b>CERTIFICATE HOLDER</b> City of Appleton 100 N Appleton St Appleton, WI 54911	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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City of Appleton  
Department of Public Works  
100 N Appleton St  
5th Floor  
Appleton, WI 54911  
920-832-6474

10/12/2023 03:29PM  
005727-0003

**MISCELLANEOUS**

Description: Street  
Occupancy Permit (PWISTO)  
Reference 1: ADI-LIGHTU  
Street Occupancy Permit  
(PWISTO)

2023 Item: PWISTO  
1 @ \$40.0000

Street Occupancy Permit  
(PWISTO) \$40.00

-----  
\$40.00

Subtotal \$40.00  
Total \$40.00

CHECK \$40.00  
Check Number 012269

-----  
Change due \$0.00

Paid by: CREATIVE DOWNTOWN APPLETON INC

Thank you for your payment

CUSTOMER COPY