



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : _____
Effective Date: 11/10/25
Expiration Date: 4/30/26
Non-Refundable Fee: #185549576
Paid (yes or no): yes \$40.00

Rev. 05-2024

Note: DPW anticipates initial approval to be issued administratively for first 35 days (through 12/16/2025) DPW Traffic will identify special permit conditions that apply through 4/30/2025 related to Traffic Control and accommodation of College Ave users

Applicant Information

Name (print): Chuck Huss Company: Hoffman Planning Design & Construction
Address: 122 E. College Ave. Suite 1G Telephone: 920-225-9909
Appleton WI 54911 E-mail: chuss@hoffman.net
Applicant Signature:  Date: 11/5/25

Occupancy Information

General Description/Reason: We will be using this area for staging for the construction and dumpster site for construction debris.
Street Address: 111 W College Ave, Appleton WI 54911 Sidewalk/roadway obstruction requested ☒ Y or ☐ N
- or -
Multiple Streets: _____
Date(s) From: 11/10/25 To: 4/30/26 35 days or < ☐ 35 days or > ☒
(Requires Committee and Council Approval)

(Department use only)

Occupancy Type

☐ Permanent - Obstruction (\$40)
☒ Temporary - Obstruction (\$40)
☐ Amenity/Annual (\$40)
☐ Blanket/Annual (\$250)
☐ Block Party (\$15)

Sub-Type

☐ Awning
☒ Dumpster
☐ Sign
☐ Obstruction / Other
☐ POD / Container

Location

☐ Sandwich Board
☐ Tables/Chairs
☐ Sidewalk
☐ Terrace
☒ Roadway

Additional Requirements

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

Traffic Control Requirements

☐ N/A

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

Approved by: _____ Date: _____

☐ 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:

**PLEASE FOLLOW TRAFFIC CONTROL MANUAL
PAGE 12 FOR DUMPSTERS**

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:

Pete Neuberger / RT

(Department of Public Works)

DATE:

11/6/25



REMOVE BAGS EVERY WEEKEND
NO METERS THANKSGIVING WEEK
FIRST 15 DAYS APPROVED PER CITY ENGINEER

PARKING METER BAG APPLICATION

Effective Date: ~~11/3/25~~ 11/10/25
Expiration Date: 4/30/26
Non-Refundable Fee: 184911589
Paid (yes or no): ~~No~~ YES

Rev. 09-2024

NOTE: Fee is \$9.00 per day plus tax and is non-refundable.
THIS FEE WILL BE CHARGED FOR EVERY DAY THE METER BAG IS RESERVED.
(excluding Sundays and City of Appleton Observed Holidays)

APPLICANT INFORMATION

Company Name: Hoffman Planning Design & Const. Agent: Chuck Huss
Address: 122E College Ave Telephone: 920-225-9909
Appleton WI 54911 Email: chuss@hoffman.net
Applicant Signature: Date: 10/15/25

OCCUPANCY INFORMATION

Reason: First 5 Fox Valley Remodel
Location: 111 W College Ave Appleton WI 54911
Meter Zone & Space#: 140, 139, CAW111
Date(s): 11/10/25 TO 4/30/26
~~11/03/25~~

(Office use only)

Amount Due: \$427.28
Receipt#: #184911589
Initials: RT
APPROVAL FROM MSC & COUNCIL:

This request is subject to the following conditions:

1. 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.
2. Requests shall be evaluated by the City Engineer or designee and shall only be issued for essential/logistical reasons, not for convenience.
3. Applicants shall seek side street alternatives when possible before requesting meter bags on College Avenue.
4. No meter bag fees will be charged for City Sponsored Special Events (Memorial Day Parade, Flag Day Parade, Christmas Parade, Police Week Vehicle Display).
5. Requests for waiver of fees or reduced fees for non-City sponsored events must be approved in advance by Committee and Council.
6. Unauthorized vehicles parked in reserved/bagged parking stalls are subject to immediate towing without warning.

APPROVED BY: Mark Lahay/RT
(Department of Public Works)

DATE: 10/28/25



DEPARTMENT OF
**PUBLIC
WORKS**

HOLD HARMLESS, INDEMNIFICATION, AND DEFENSE AGREEMENT AND STATEMENT OF INSURANCE COVERAGE

The Applicant and/or the Organization agrees to indemnify, defend, and hold harmless the City of Appleton and its officers, officials, employees, and agents from and against any and all liability, loss, damage, expenses, and costs, including attorney fees, arising out of the activities performed as described below. This obligation applies to the extent caused by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, except to the extent caused by the sole negligence or willful misconduct of the City.

Proposed Activities: Construction

Insurance Coverage Details (if applicable):

- Insurance Carrier: The Continental Insurance Company
- Insurance Agent Name and Phone Number: James Kraker 612-205-3993
- Policy Number: 7011816017
- Policy Period: 12/31/2024 - 12/31/2025

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 requirements of the City of Appleton. I hereby certify that I, or the company I represent, have insurance in the amounts required to obtain this permit/license and have provided the name of my insurance carrier, the policy number, and the policy period above.

Further, I agree to:

- Maintain appropriate insurance coverage for the duration of this permit/license.
- Indemnify against any and all liability, loss, damage, and expenses, including attorney 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 or anyone directly or indirectly employed by 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.**

Hoffman Planning, Design & Construction, Inc.

Name of Applicant/Organization

122 E. College Avenue, Suite 1G, Appleton, WI 54911

Address

ggerbers@hoffman.net

Email Address

Greg Gerbers

Print Name

Greg Gerbers

Signature

3/12/25

Date

Digitally signed by Greg Gerbers
DN: cn=Greg Gerbers, o=Hoffman Planning, Design & Construction, Inc., c=US, email=ggerbers@hoffman.net
Reason: I am the author of the document
Date: 2025.03.12 16:47:44-0500
Post-ITP: 2025.03.12.00