



# PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Sec. 16-121.(b) Work done without a permit.

The fee for failure to obtain a permit is four times the permit fee.

|                     |            |
|---------------------|------------|
| Permit # :          |            |
| Effective Date:     | 6/30/26    |
| Expiration Date:    | 6/30/27    |
| Non-Refundable Fee: | \$40-      |
| Receipt # :         | 10540-0002 |

REV. 01/2026

## Applicant Information

Name (Print) Monica Bales Company: il Bar LLC  
Address: 375 Wilshire Dr. E-mail: info@ilbarcoffee.com  
City, State, Zip: Kimberly WI 54136 Telephone: (920) 791-1141

## Occupancy Information

General Tables & Chairs  
Description/Reason: Outdoor sitting for Cafe  
Street Address: 324 E College Ave Sidewalk/roadway obstruction requested ☐ Y or ☐ N  
- or - Multiple Streets: \_\_\_\_\_  
Dates (s) From 6/30/26 To: 6/30/27 35 days or < ☐ 35 days or > ☐  
(Requires Committee and Council Approval)

## 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.

SIGNED BY: \_\_\_\_\_  
(Applicant)

DATE: 05/28/2025

## (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

- ☐ Construction Plan/Sketch ☒ Certificate of Insurance ☐ Bond ☐ Committee and Council Approval  
☒ Other: Letter to Laura Date: \_\_\_\_\_

## Work Zone Traffic Control Requirements

☐ Contact Traffic Division at 920-832-2304 or traffic.engineering@appletonwi.gov 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) \_\_\_\_\_

Additional Requirements:

Table & Chairs Policy

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

(Department of Public Works)



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:

outdoor sitting / Sandwich Board

**Insurance Coverage Details (if applicable):**

- Insurance Carrier: Society Insurance
- Insurance Agent Name and Phone Number: Scott Sowinski
- Policy Number: WC 10057863
- Policy Period: 03/01/2020 - 03/01/2027

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:

1. Maintain appropriate insurance coverage for the duration of this permit/license.
2. 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.

Monica Bales / ilBar Coffeehouse

Name of Applicant/Organization

324 E. College Ave. Appleton WI

Address

info@ilbarcoffee.com

Email Address

Monica Bales

Print Name

[Signature]

Signature

06/22/2020

Date

## Raquel S. Thiel

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**From:** il Bar <il\_bar@ilbarcoffeehousebistro.com>  
**Sent:** Wednesday, July 1, 2026 10:27 AM  
**To:** Raquel S. Thiel  
**Subject:** Re: COA: Amenity Permits

**Warning: Unusual sender** <il\_bar@ilbarcoffeehousebistro.com>

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Good morning Rachel

The outdoor sitting it's to in front of our establishment by the flower planters

Here's the letter

We respectfully request approval to continue offering outdoor seating for our customers at Il Bar Coffeehouse & Bistro's downtown Appleton location.

Outdoor seating is an important part of creating a welcoming and vibrant downtown experience. It allows guests to enjoy our food and beverages while taking in the atmosphere of the city, encourages foot traffic, and helps support neighboring businesses by contributing to an active and inviting streetscape.

As a locally owned small business, outdoor seating also provides additional capacity during peak hours, making it easier to accommodate customers without impacting indoor operations. It is especially valuable during Wisconsin's warmer months, when many residents and visitors seek outdoor dining options.

We are committed to maintaining a clean, safe, and accessible outdoor seating area. Our staff regularly monitors the space, keeps it free of litter, and ensures that pedestrian access along the sidewalk remains unobstructed and compliant with city requirements.

We appreciate the City's continued support of local businesses and respectfully request approval for our outdoor seating permit. We believe this amenity enhances the downtown experience for residents and visitors while contributing to the vitality and economic success of downtown Appleton.

Thank you for your time and consideration.

Monica Bales

il Bar Coffeehouse & Bistro (il Bar, LLC)  
100 S. Birch St. Suite A  
Kimberly, WI 54136