*** Approved for the first 35 days ***

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.

REV. 01/2026

Permit # : 26-026-T
Effective Date: 6/01/26
Expiration Date: 10/23/26
Non-Refundable Fee: 40.00
Receipt # : 194436139

Applicant Information

Name (Print) Jennifer Stephany
Address: 333 W College Ave STE 100
City,State, Zip: Appleton, WI 54911
Company: Appleton Downtown, Inc.
E-mail: jennifer@appletondowntown.org
Telephone: 9209549112

Occupancy Information

General Description/Reason: To occupy a portion of Allen street along the curb for two dumpsters for the Downtown Appleton Farm Market as we did in 2025.
dumpsters would be placed for the season on Allen Street in the same spot as last year as shown in the image attached

Street Address: Allen street
- or - Multiple Streets:

Sidewalk/roadway obstruction requested ☑ Y or ☐ N

Dates (s) From: June 1, 2026 To: October 23, 2026

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 MUNCIPAL 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, warranties 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 apparoval 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) Jennifer Stephany **DATE:** 3/24/26

(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
- ☐ Sandwich Board
- ☐ Tables/Chairs

Location
- ☐ Sidewalk
- ☐ Terrace
- ☑ Roadway

Additional Requirements

☑ Construction Plan/Sketch ☑ Certificate of Insurance ☐ Bond ☐ Committee and Council Approval
☐ Other: 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:
- ☐ Arterial/CBD
- ☐ Collector
- ☐ Local

Proposed Traffic Control:
- ☐ City Manual Page(s)
- ☐ State Manual Page(s)
- ☐ Other (attach plan)

Approved by: Date:

Additional Requirements:

APPROVED BY: Mark Lahay/ CS (Department of Public Works) **DATE:** 3/25/26

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/30/2025

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).

PRODUCER
Truyman Haase Zahn Insurance Group
114 S Main St
PO Box 6
Seymour, WI 54165

CONTACT NAME:
PHONE (A/C, No, Ext): (920) 833-6871 FAX (A/C, No): (920) 833-6870
E-MAIL ADDRESS: info@thzins.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Secura Insurance	22543
INSURER B : The Hartford	HARTF1
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Appleton Downtown Inc
PO Box 2272
Appleton, WI 54912

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	✔ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ✔ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ✔ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:	Y		CP3301626	04/15/2025	04/15/2026	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 - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	✔ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ✔ RETENTION $ 10000			CU3301635	04/15/2025	04/15/2026	EACH OCCURRENCE	$ 1,000,000
							AGGREGATE	$ 1,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N ☐ (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		83WECAC9T18	04/15/2025	04/15/2026	✔ PER STATUTE ☐ 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	4/15/2025	4/15/2026	Per Occurence	$1,000,000
A	Liquor Liability			CP3301626	4/15/2025	4/15/2026	Per Occurence	$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.

CERTIFICATE HOLDER

City of Appleton
100 N Appleton St
Appleton, WI 54911

CANCELLATION

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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GFL
TRASH ONLY
920.687.2631
Menasha
MAKES IT HAPPEN
GFL
RECYCLE ONLY

8. Emergency Work

Emergency work is hereby defined as that work which must be completed immediately to correct or contain an immediate hazard to public safety. By its nature it cannot be pre-planned. However, standard procedures and requirements shall apply whenever practical. Examples of emergency work include watermain breaks, traffic signal malfunctions, certain utility operations and police and fire operations.

The contractor conducting the emergency work shall, at the earliest possible opportunity, notify the City at the numbers listed below if the work will involve: (1) a complete roadway closure of any roadway, or (2) a partial closure of any arterial, collector, CBD or special status roadway:

During the Day.....Appleton Traffic Section (832-2379)
Nights/Weekends.....Appleton Police Department (832-5500)

9. Enforcement

It shall be the responsibility of the contractor to comply with the requirements set forth in this manual, on the permit (if applicable) and in the contract documents of any public works project (if applicable). Should the contractor fail to comply with these requirements, the Appleton Police Department, City Traffic Engineer, Director of Public Works and/or their designees shall have the authority to issue municipal citations and/or immediately stop all work until compliance has been achieved and the underlying issues have been resolved to the satisfaction of the Traffic Section. Additionally, the contractor may be required to immediately backfill or adequately cover existing excavations. Suspended work shall not be resumed until the required corrections have been implemented.

Any work required by City forces or contractors to achieve compliance with the manual shall be paid for by the contractor conducting the work. In addition, municipal and/or state citation(s) may be issued to those directly responsible for the construction activities.

10. Miscellaneous Provisions

Part A
Dumpsters and Other Containers

All persons, contractors, and other agencies must apply for and obtain a Street Occupancy Permit to place a construction dumpster or storage container within street right-of-way. This permit must be approved by the Director of Public Works, City Traffic Engineer or their designee(s), prior to the placement of the dumpster or storage container on City streets.

Dumpsters shall be located as required by the permit and fully within the designated parking lane as close to the curb as possible. In addition to any/all requirements set forth on the permit, the dumpster shall be equipped with retroreflective tape two inches (2”) in width and twenty-four inches (24”) in length (as a minimum) applied vertically along each vertical corner of dumpster. Other similar configurations may be approved at the discretion of the Traffic Section.