



**PERMIT TO OCCUPY
THE
PUBLIC RIGHT-OF-WAY**

Permit # : **26-009-T**

Effective Date: **1/17/26**

Expiration Date: **5/31/26**

Non-Refundable Fee: **\$160.00 #9732-0002**

Paid (yes or no): **NO YES**

Rev. 05-2024

FIRST 35 DAYS ARE APPROVED

Applicant Information

Name (print): Justin Smith

Company: Hoffman Planning, Design, And Construction, Inc.

Address: 122 E. College Ave, Suite 1G, Appleton WI 54911

Telephone: 920-580-3831

E-mail: jsmith@hoffman.net

Applicant Signature:

Justin Smith

Digitally signed by Justin Smith
DN: C=US, E:jsmith@hoffman.net, CN="Justin Smith"
Date: 2026.01.26 14:56:53-06'00'

Date: 1/26/26

Occupancy Information

General Description/ Reason: Dumpster in reserved 2 parking spots on Superior Street

+

Street Address: 222 W College Ave

Sidewalk/roadway obstruction requested Y or N

- or -

Multiple Streets: _____

Date(s) From: 1/17/26

To: 5/31/26

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

- Sidewalk
- Terrace
- Roadway

Additional Requirements

Plan/Sketch



Certificate of Insurance



Bond

Committee and Council Approval

Other : _____

Date: _____

Traffic Control Requirements



N/A

Type of Street:

Proposed Traffic Control:

- Arterial/CBD
- Collector
- Local

- City Manual Page(s)
- State Manual Page(s)
- Other (attach plan)

Contact Traffic Division (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. Additional Requirements:

PLEASE FOLLOW DUMPSTER IN TCP

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 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, 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:

MARK LAHAY / RT

DATE: 1/27/26

(Department of Public Works)



PARKING METER BAG APPLICATION

Rev. 09-2024

Effective Date: 1/19/26

Expiration Date: 5/31/26

Non-Refundable Fee: \$2069.91 #9732-0002

Paid (yes or no): NO YES

**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 and Construction

Address: 122 East College Ave Suite 1G,Appleton WI

Agent: Justin Smith

Telephone: 920-570-3831

Email: jsmith@hoffman.net

Applicant Signature: Justin Smith Digital signature by Justin Smith
DN: C=US, E=jsmith@hoffman.net, CN="Justin
Smith"
Date: 2026.01.26 11:57:07-06'00'

Date: 1/26/25

OCCUPANCY INFORMATION

Reason: Parking stalls for dumpster

Location: 222 West College Ave + Superior Street

Meter Zone & Space#: 9201 Space 194 and 195

Date(s): 1/17/26-5/31/26

(Office use only)

Amount Due: \$2069.91

Receipt#: 9732-0002

Initials: RT

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: 1/27/26

Statement of Insurance Coverage

Insurance Coverage:

Insurance Carrier: **Continental Insurance Company**

Insurance Agent Name and Phone Number: **James Kraker (612) 205-3993**

Policy Number: **7011816017**

Policy Period: **12/31/2025-12/31/2026**

Bond Coverage:

* Bond Carrier: _____

* Bond Agent Name and Phone Number: _____

* Bond Number: _____

* Bond Period: _____

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: Hoffman Planning Design and Construction, Inc.

Print Name: Justin Smith

Signature: Justin Smith L Digitally signed by Justin Smith
DN: C=US, E=jsmith@hoffman.net, CN="Justin Smith
Date: 2026.01.07 14:33:09-06'00"

Date: 1/7/25

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

- Plumbing in the public right-of-way: \$5,000.00 Permit Bond (Code Section 4-265)
- Demolition of Buildings: \$5,000.00 Permit Bond (Code Section 4-188(a)(2))
- Sewer lateral sealing in the public right-of-way: \$5,000.00 Permit Bond (Code Section 4-188(c))
- Moving of Buildings: \$5,000.00 Permit Bond (Code Section 4-207(5))
- Cement Finisher's License: \$5,000.00 License Bond (Municipal Code Section 9-33)
- Excavation or place facilities in the public right-of-way: \$5,000.00 Permit Bond (Code Section 16-110)