



USE OF THE PUBLIC WAY APPLICATION

VERSION 08.20.09

Sign Permit Application

1. Please find attached an application for the use of the public right-of-way. The LEGAL NAME of the applicant will be the entity that the permit will be issued to, as well as the entity that will be responsible for paying annual usage fees and listing the city as co-insured on liability insurance coverage relating to the public way encroachment.
2. This application is to be completed for any qualified permanent occupation of public way space, including encroachments on, over or under the street, sidewalk, parkway or alley.
3. You must include plans printed on 8-1/2 inch by 11 inch paper which display the items to be located on, over or under the public way. The exact dimensions must be clearly marked on the plans depicting the actual area of public-way affected by the encroachment.
4. Include photos of the existing public way encroachment, or the location of the proposed public way encroachment as well as the actual area of public-way affected by the encroachment.
5. If the applicant does not have a current account number with the Department of Revenue - IRIS, a Business Information Sheet (BIS) must be completed to create an account. Any questions that do not apply to your situation should be marked N/A (not applicable).
6. When you have completed the application together with plans and photos, you can send by mail to the location listed below.

NOTE: It is the responsibility of the applicant to obtain the signature of the alderman of the ward on the application where the public way use is located prior to submitting.

In addition, the applicant shall also obtain the appropriate *construction* permit(s). Please contact the Department of Buildings and/or the Department of Transportation for details.

7. All public way encroachments require review and approval by various City Inspecting Departments. The Public Way Unit will be responsible for obtaining such approvals.
8. Once approved, the Public Way Unit will prepare the necessary documents for introduction to the City Council by the alderman of the ward where the use of the public way is to exist.
9. After introduction to the City Council, the matter is referred to the Committee on Transportation. If passed, the matter is then sent back to the Council for full passage, at which time the Public Way Unit will notify the applicant by mail.
10. The notification will request the first year's annual fee, Certificate of Insurance and acceptance letter signed by applicant.
11. Once received, the Public Way Unit will issue and mail your permit for Public Way Use.
12. Permits for all privilege types are issued for (5) years and are renewable.

**Please submit all of your application materials via mail to our address listed below.
No faxes will be accepted.**



APPLICATION TO USE THE PUBLIC RIGHT OF WAY



APPLICANT INFORMATION

LEGAL NAME OF ENTITY: _____

PERMIT MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT PERSON: _____ TITLE: _____

PHONE: _____ FAX: _____ E-MAIL: _____

USE OF THE PUBLIC WAY

1. List the proposed or existing use below and complete the worksheet on page 3.
Use only one application per public way use type.

TYPE	HOW MANY?	BUILDING ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Please enclose one sketch of proposed use of the public way, which maps to scale the proposed use and its relationship to surrounding right-of-way. All measurements must be indicated.

The prints should also accurately depict the location of the property line and public facilities (meters, light poles, sidewalks).

APPLICANT CERTIFICATION

I hereby certify that all statements made as part of the application, and the attachments herein, are true to the best of my knowledge and belief.

BY: _____ TITLE: _____

F.E.I.N. or SOCIAL SECURITY NUMBER: _____

ALDERMAN'S APPROVAL

As part of this application process, you are required to notify/obtain approval from the Alderman in whose ward your proposed use of the public way is located.

ALDERMAN'S SIGNATURE _____ WARD _____ DATE _____

X _____



APPLICATION TO USE THE PUBLIC RIGHT OF WAY



EXAMPLE OF SIGN DRAWING

