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: _____
Expiration Date: _____
Non-Refundable Fee: _____
Receipt # : _____

REV. 01/2026

Applicant Information

Name (Print) _____ Company: _____
Address: _____ E-mail: _____
City,State, Zip: _____ Telephone: _____

Occupancy Information

General Description/Reason: _____
Street Address: _____ Sidewalk/roadway obstruction requested ☐ **Y** or ☐ **N**
- or - Multiple Streets: _____
Dates (s) From: _____ To: _____ 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: _____ **DATE:**
(Applicant)

(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

Type of Street:
- ☐ Arterial/CBD
- ☐ Collector
- ☐ Local

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

Approved by: **Date:**

☐ 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.

Additional Requirements:

APPROVED BY: _____ **DATE:** _____
'(Department of Public Works)