

CHECKLIST FOR STREET USE PERMIT APPLICATION

Completed street use permit application must be submitted to Village Clerk's Office, along with certificate of insurance, fee and other requirements outlined by checklist. ***Application will be placed on agenda only after completed form and, insurance certificate and fee have been filed with the Village Clerk's Office.***

Please note all applications must be reviewed by Public Works/Public Safety Committee and forward to Village Board for approval. Public Works/Public Safety Committee meets the 2nd Wednesday of each month and Village Board meets the 1st and 3rd Tuesday. Applications must be received one week prior to the Public Works/Public Safety meeting in order to be placed on agenda.

Required Items:

- ___ 1. Completed street use permit application.
- ___ 2. Applicant must obtain review/signature by Fire, EMS and Police Departments as required on street use permit application.
- ___ 3. Furnish certificate of insurance for proof of comprehensive general liability insurance naming the Village of New Glarus as an additional insured.
- ___ 4. Fee

Complete as applies to specific request:

- ___ 5. Contact Diggers Hotline (1-800-242-8511) for any digging or posting at least one week prior to event.
- ___ 6. Garbage pickup of village trash receptacles during event may be provided as a service by the Village for a fee. Pickup would only be once daily in the morning.

NOTE: Applicant will need to coordinate this with the Public Works Director (527-2097) one week prior to the event.

- ___ 7. Barricades are available from the Village.

NOTE: Applicant will need to coordinate this with the Public Works Director (527-2097) one week prior to the event.

- ___ 8. Obtain Portable Restrooms for event (*only for permit with a tent*).

Any additional services provided by the Village may be charged back to the sponsoring organization at the Village's discretion.

PERMIT FEE: _____
PERMIT NO. _____
INSURANCE ON FILE: _____

**VILLAGE OF NEW GLARUS
APPLICATION FOR STREET USE PERMIT
FOR USE OF STREET, SIDEWALK OR OTHER PUBLIC WAY**

Special events are governed by village ordinances and organizers are responsible for all necessary permits, trash and litter pickup, and for damage to any property, as well as possible billing for village services. The organization/organizer agrees to be responsible for the supervision of the event and conduct of persons present.

APPLICANT / RESPONSIBLE PERSON: _____
ADDRESS: _____
TELEPHONE: _____

SPONSORING ORGANIZATION: _____
NAME OF HEAD OF ORGANIZATION: _____
ADDRESS: _____
TELEPHONE: _____

DATE OF REQUESTED USE: _____
TIME OF REQUESTED USE: _____

ACCURATE DESCRIPTION OF PORTION OF THE STREET, SIDEWALK OR OTHER PUBLIC WAY TO BE USED: _____

APPROXIMATE ATTENDANCE (Number of People attending event) _____

PROPOSED USE (type of event): _____

WILL YOU BE REQUESTING THAT OPEN INTOXICANTS BE ALLOWED ON THE STREETS? _____

IF YES, WHICH STREETS: _____

NOTE: It is the responsibility of the Applicant in coordination with the Police Department to post the limit of the area in which open intoxicants will be allowed.

Date

Applicant Signature

Head of Sponsoring Organization
Signature

[REVERSE SIDE OF FORM MUST BE COMPLETED]

Prior to submitting application to the Village of New Glarus, applicant must obtain review/signature by the Fire, EMS and Police Departments.

FIRE DEPT. REVIEW BY: _____ DATE: _____

COMMENTS: _____

E.M.S. REVIEW BY: _____ DATE: _____

COMMENTS: _____

POLICE DEPT. REVIEW BY: _____ DATE: _____

COMMENTS: _____

I/We _____ do hereby indemnify, defend and hold the Village and its employees and agents harmless against all claims, liability, loss, damage or expense incurred by the village on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the permit is granted.

Applicant Signature

Head of Sponsoring Organization
Signature

NOTICE TO APPLICANT:

The Chief of Police may approve this application if it does not involve the use of traffic lanes or closing street to vehicular traffic (i.e. parking stalls, sidewalks) and **proof of comprehensive general liability insurance naming the Village of New Glarus as an additional insured must be furnished.**

The Village Board requires that the applicant attend the meeting of the Village Board at which this application will be considered and that the application shall have been reviewed by the Public Works/Safety Committee for their recommendation prior to its consideration by the Village Board.

The Village Board may prior to granting the permit, require the applicant to **furnish proof of comprehensive general liability insurance naming the Village of New Glarus as an additional insured.**

APPROVED: _____ DATE: _____
Village President or Chief of Police