

## 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 for closure of traffic lanes must be reviewed by Public Works/Public Safety Committee and forwarded to Village Board for approval. Public Works/Public Safety Committee meets the 2<sup>nd</sup> Wednesday of each month and Village Board meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday. Applications must be received one week prior to the Public Works/Public Safety meeting in order to be placed on agenda.

If the application does not require the closure of traffic lanes (i.e. parking stalls, sidewalks) the Chief of Police or designee may approve this application.

### Required Items:

- \_\_\_ 1. Completed street use permit application.
- \_\_\_ 2. Applicant must obtain review/signature by Fire Department and EMS as required on page 2 of the street use permit application. **(Only required for closure of traffic lanes.)**
- \_\_\_ 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.***

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: \_\_\_\_\_

IS REQUEST FOR USE OF TRAFFIC LANES: YES \_\_\_\_ NO \_\_\_\_

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): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
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 Department and EMS.**

FIRE DEPT. REVIEW BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

E.M.S. 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

**APPROVAL OF CLOSURE OF TRAFFIC LANES:**

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

Village President

**APPROVAL OF USE OF PARKING STALLS OR SIDEWALKS:**

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

Chief of Police

*Municipal Ordinance  
Chapter 262 Art. III  
Rev. 2/2015*

## STAFF STREET USE APPLICATION CHECKLIST

### Required Items:

- \_\_\_ 1. Completed street use permit application.
- \_\_\_ 2. Applicant must obtain review/signature by Fire Department and EMS and as required on page 2 of the street use permit application. (Only required for closure of traffic lanes.)
- \_\_\_ 3. Furnish certificate of insurance for proof of comprehensive general liability insurance naming the Village of New Glarus as an additional insured.
- \_\_\_ 4. Fee

POLICE DEPT. REVIEW BY: \_\_\_\_\_ DATE: \_\_\_\_\_

DOES APPLICATION NEED COMMITTEE REVIEW? \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PUBLIC WORKS DEPT. REVIEW BY: \_\_\_\_\_ DATE: \_\_\_\_\_

DOES APPLICATION NEED COMMITTEE REVIEW? \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CLERK'S OFFICE REVIEW BY: \_\_\_\_\_ DATE: \_\_\_\_\_

DOES APPLICATION NEED COMMITTEE REVIEW? \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Application Received

Date: \_\_\_\_\_

### Committee Review

Date: \_\_\_\_\_

Action: \_\_\_\_\_

### Board Review

Date: \_\_\_\_\_

Action: \_\_\_\_\_