

To: Economic Development Division
Madison Municipal Building
215 Martin Luther King, Jr. Boulevard
P. O. Box 2983
Madison, WI 53701-2983

Attn: Jerry Lund
Real Estate Agent
608-267-8718

APPLICATION FOR PRIVILEGE IN STREETS

1. Legal description of the Permittee's (property owner's) property. Include Report of Ownership with application to verify owner.

(continue on reverse side if necessary)

2. The property is located at _____, and is City Parcel No. _____.

3. This application to the City of Madison, pursuant to Section 66.0425 Wisconsin Statutes, is for a privilege in streets consisting of the following:

4. The Permittee (property owner) is: _____

Mailing Address: _____

Phone Number: _____

IN MAKING THIS APPLICATION THE UNDERSIGNED IS AWARE OF THE FOLLOWING STATUTORY AND CITY REQUIREMENTS:

1. Any privilege granted by the City shall be on condition that the applicant shall become primarily liable for damages to persons or property by reason of the granting of the privilege and applicant will be required to furnish a certificate of insurance evidencing existence of general public liability and property damage insurance in minimum limits of \$1,000,000 per occurrence with the City being named as an additional insured.
2. The applicant shall remove the encroachment or obstruction upon ten (10) days written notice by the City of Madison.
3. A non-refundable application fee of **\$500** shall accompany this application. The check should be made payable to the City Treasurer. In the event the Privilege in Streets Committee does not approve the application or the conditions of approval are unacceptable to the applicant, the applicant may appeal the rejection or conditions to the Board of Public Works, within 30 days of notification of the committee's decision.
4. A minimum annual fee of **\$250**, or a greater amount as determined by the assessed land value of the square footage of the encroachment, shall be charged for the privilege of using the street right-of-way.
5. In accepting the privilege, the applicant waives any and all right to contest in any manner the validity of City of Madison Ordinance 10.31 or Sections 66.0425 and 182.0175, Wisconsin Statutes, or the amount of compensation charged by the City of Madison.
6. The applicant may be required to comply with additional conditions as the Privilege in Streets Committee may impose.

Dated this _____ day of _____, 20__.

OWNER OR AGENT.

(Signature)

(Print Name)

Phone Number

Please include three (3) copies of a drawing or survey at a scale of not less than 1 = 10' on an 8 1/2" x 14" size paper showing the encroachment in relation to the owner's property. The drawing or survey should show the dimensions or square footage of the encroachment.

Failure to include a "Report of Ownership" and drawings or surveys will be cause to return this application without action by Street Encroachment Committee.

THE PROCEDURE FOR REVIEW AND APPROVAL OF THIS APPLICATION IS AS FOLLOWS:

1. Owner obtains privilege in streets application form from Economic Development Division, 215 Martin Luther King, Jr. Boulevard, GR-100, Madison, Wisconsin 53710.
2. Owner completes application form, attaches appropriate drawings and a "Report of Ownership," in the form attached as Exhibit A completed by a title insurance company licensed in Wisconsin, and submits them back to the Economic Development Division with the \$500 application fee. Check is to be made payable to the City Treasurer.
3. The Privilege in Streets Committee reviews application and recommends conditional approval or rejection.
4. The applicant is furnished with a copy of the agreement setting forth the requirements under which the encroachment is permitted. Once the applicant has executed and returned the agreement, the Economic Development Division Director shall execute the agreement for the City.
5. The Economic Development Division shall record the agreement with the Dane County Register of Deeds office. A copy of the recorded agreement is sent to the applicant.
6. The Economic Development Division is to monitor insurance requirements and annual fee requirement.

THIS PROCESS TAKES ABOUT 2 WEEKS

EXHIBIT A

Title Company

Address

City, State, Zip Code

Title Company Phone Number

REPORT OF OWNERSHIP

FOR:

We have examined the records relative to the premises described below for a period of sixty (60) years and find that as of the date of this report those parties listed in Schedule "A" have an interest of record in the described property.

DESCRIPTION OF PROPERTY:

SCHEDULE A

1. Name of all individuals or individuals/companies presently having a recorded interest in the property included within the search. The search to cover a thirty (30) year period from date of report.

According to _____ dated _____ recorded _____
in Vol. _____ of _____, Page _____, Document number _____.

2. Existing land contracts, notices of land contracts, leases, notice of lis pendens, including holders of such documents and recording data.
3. Easements, public and private, recorded during the past sixty (60) years from the date of the title report and the recording data.

We have examined the records relative to the premise described in this Report of Ownership hereby certify that the foregoing is a correct Report of Title of those matters of record in the Dane County Register of Deeds Office, Clerk of Circuit Court, Register of Probate, U.S. District Court, County Treasurer and Office of the Treasurer of the City of Madison. This report does not represent an opinion of title to the above described premise. An abstract certified from government entry to date should be obtained to determine legal or merchantable title.

Dated _____
Title Company
at _____ o'clock __m.

Order No. _____ By _____

For the purpose of this report, recording data shall include the name of the grantee or individual/company acquiring an interest, date of the document, recording date, Volume, Page and Document Number. This information shall be inserted in the report as required.

A legible copy of each of the recorded documents referred to in Schedule A of this report must be included and furnished as part of this report.