



## APPLICATION FOR PRIVILEGE IN STREETS

1. Property address: \_\_\_\_\_

City Assessor's Tax Parcel No. \_\_\_\_\_

Legal description: (continue on reverse side if necessary)

2. This application to the City of Madison, pursuant to Section 66.0425 Wisconsin Statutes and Madison General Ordinance 10.31 is for a privilege in streets consisting of the following item(s) to be encroaching into the public right-of-way:

***Please include a drawing OR email of a legible PDF of the proposed structure(s) with dimensions or square footage for each, as well as a site plan map (at a discernable scale) that illustrates the proposed location of the encroaching structure(s) in relation to the owner's property. (Failure to include drawings or surveys will be cause to return this application without action.)***

3. Applicant (Property Owner): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**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 **\$750** shall accompany this application. The check should be made payable to the City Treasurer and mailed or delivered as directed below. In the event the application is not approved 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 **\$500**, 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 may be imposed as a condition of approval.
7. Application does not guarantee approval.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

OWNER OR AGENT

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Mail: City of Madison  
Economic Development Division  
Office of Real Estate Services  
Attn: Jenny Frese  
P. O. Box 2983  
Madison, WI 53701-2983

Email: jfrese@cityofmadison.com

Deliver: City of Madison  
Economic Development Division  
Office of Real Estate Services  
Attn: Jenny Frese  
215 Martin Luther King Jr., Blvd., 3<sup>rd</sup> Flr.  
Madison, WI 53703  
*(mail drop located outside secured entry)*