



City Of Madison Street Occupancy Permit

Start Date ____/____/____

Expiration Date ____/____/____

Street Address of Job Site _____ Days Requested _____

Use of Occupancy: Dumpster Storage Container Other _____

Street _____ Length _____ ft Width _____ ft

Type of Occupancy Requested: Sidewalk Protected Sidewalk Terrace Bike Lane Travel Lane Parking Lane

Street _____ Length _____ ft Width _____ ft

Type of Occupancy Requested: Sidewalk Protected Sidewalk Terrace Bike Lane Travel Lane Parking Lane

Applicant Information:

Company Name
Applicant Name
Company Address
City, State, Zip Code
Telephone Number
Applicant Signature
Insurance Company
Insurance Expiration Date

Special Requirement for Occupancy - For Office Use Only

- An alternate sidewalk is available for pedestrians.
- Bulk materials will be placed on the sidewalk (i.e. sand, gravel, mulch).
- Heavy equipment will be driven over the curb or sidewalk.
- Material will be hoisted over public sidewalk. Height: _____ ft.
- Excavation depth of _____ ft. will take place next to the street or sidewalk.
- Protection measures required.
- "Sidewalk Closed Use other Side" signs are required at each end of the block.
- "No Parking Anytime" signs are required along the occupancy area of the street.
Qty: _____
- Parking meter hoods must be purchased from the Madison Parking Utility for all meters effected by this occupancy. Qty: _____
- Reflective yellow sheeting, steady burn lights and/or cones are required on each corner of a dumpster / obstruction that is in the street.
- Corner vision clearances are to be maintained.
- No work will be performed between _____ am/pm and _____ am/pm.
- Illuminated enclosed sidewalks are required and must be in compliance with Madison General Ordinance (MGO) 10.055
- All materials shall be removed from right-of-way at the end of each day.
- Install barrier around excavation.
- Permit holder is responsible for all snow removal incidental to the conditions granted by the permit, including final cleanup to previous permit conditions per MGO 10.28
- Occupancy shall not obstruct parking or travel lanes.
- Other _____

Description or special requirements

General Requirements of and for Street Occupancy

- a) Walkways open to the public must be in compliance with the most current ADA (American Disabilities Act) guidelines.
- b) Construction machinery, equipment and vehicles loading or unloading is permitted in the occupancy area.
- c) Parking of personal vehicles is prohibited within occupancy area.
- d) All signing, barricading and associated traffic control measures shall be placed in conformance with Federal Highway Administration "Manual on Uniform Traffic Control Devices" and City of Madison standards.
- e) The conditions of this occupancy permit are subject to change at any time due to varying traffic and pedestrian conditions, changes in scheduling, and public safety concerns relating to use of occupancy.
- f) The occupancy permit fee shall be doubled for untimely renewals or applications made after the occupation has already begun.

FOR OFFICE USE ONLY

Approval by **Traffic Engineering**

Issued by **Board of Public Works**

Permit Fee \$ _____

Plan

Draw a plan of the street, sidewalk and show the area that will be occupied below.

The diagram consists of a 3x2 grid of street intersection plans. Each plan shows a street intersection with a sidewalk and a dashed line indicating the area to be drawn. The plans are arranged as follows:

- Top-left: A street intersection with a sidewalk on the right side. The drawing area is to the left of the sidewalk.
- Top-right: A street intersection with a sidewalk on the left side. The drawing area is to the right of the sidewalk.
- Middle-left: A street intersection with a sidewalk on the left side. The drawing area is to the right of the sidewalk.
- Middle-right: A street intersection with a sidewalk on the right side. The drawing area is to the left of the sidewalk.
- Bottom-left: A street intersection with a sidewalk on the left side. The drawing area is to the right of the sidewalk.
- Bottom-right: A street intersection with a sidewalk on the right side. The drawing area is to the left of the sidewalk.

A North Arrow is located in the bottom right corner of the grid.

Applying for a Street Occupancy Permit

1. Obtain a Street Occupancy Permit application form. These are available at the Traffic Engineering/Parking Utility service counter or online at www.cityofmadison.com/development-services-center/land-development/public-right-of-way/street-occupancy
2. Complete the application form.
 - a. "Start date" is the date occupancy is to begin.
 - b. "Expiration Date" is the last date of occupation.
 - c. Fill in the street address of the Job Site. This includes street name and address number.
 - d. If there are additional streets being occupied, or the occupancy occurs on a different street than the address, complete the additional street section(s).
 - e. "Length of occupancy requested" is the length of street frontage in feet.
 - f. "Width of occupancy requested" is the width of the terrace, sidewalk, or street being used.
 - g. "Number of days requested" is the total number of days of occupancy.
 - h. Fill in the applicant information block.
 - i. Provide a sketch showing specific areas to be occupied and proposed placement of temporary traffic control measures.

Traffic Engineering staff will complete Special Requirements for Occupancy section.

3. Have your insurance agent complete the Certificate of Insurance (COI).

*Note: Applicants requesting a permit for containers/trailers, for moving or temporary storage, do not require a personal COI. See instruction below:

 - a. The City of Madison's Risk Management department reviews and approves the Certificate of Insurance. Any questions concerning the obtaining, completion or submission of a COI should be directed to them.
Contact information for Risk Management is as follows:

Website: <http://www.cityofmadison.com/finance/risk/>
E-mail: certificates@cityofmadison.com
Phone: (608) 266-4671
Fax: (608) 267-8705
 - b. The City of Madison needs to be the Certificate Holder and an additional insured.
Certificate Holder language should be listed as follows:

City of Madison
ATTN: Risk Management, Room 406
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703

Also, the COI should list the City of Madison, its officials, agents and employees as additional insureds.
 - c. After completion of the COI, it must be submitted to Risk Management by e-mail, fax or in person. When the COI is sent in for approval, contact the Traffic Engineering official you were working with to verify it was approved. When it is approved, the permit can be issued.

4. Submit the Street Occupancy Permit Application and Certificate of Insurance to:

Traffic Engineering
Madison Municipal Building
215 Martin Luther King Jr. Blvd, Suite 109
P.O. Box 2986
Madison, WI 53701-2986
(608) 266-4761 or (608) 267-1158 (fax)
SOP@cityofmadison.com (For all scanned applications)

- a. If Traffic Engineering/Parking Utility can approve the application immediately, bring the form to Traffic Engineering/Parking Utility and staff will collect fees and issue the permit.
 - b. If Traffic Engineering/Parking Utility cannot approve the permit immediately, they will contact you within 48 hours after the receipt of the application.
 - c. For questions regarding review and approval of your Street Occupancy Permit application, contact 608-266-4761 to speak with a Traffic Engineering/Parking Utility staff member.
5. Upon review and approval of the Street Occupancy Permit application, and Certificate of Insurance, you will be notified and the permit paperwork will be made available for pick-up. The permit fee will be calculated by City staff. Permit fees are based onⁿ street classification, type of occupancy requested (i.e. sidewalk, terrace, parking, etc.), length of frontage and duration of occupancy (with the exception of dumpsters and storage containers).
Dumpster fees are \$50 for 30 days (or portion thereof).
Storage container fee is \$50 for a maximum of 5 consecutive days of placement in the right-of-way.