



Engineering Department

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NEWSRACK PERMIT PUBLIC RIGHT-OF-WAY FEES & INFORMATION

A Newsrack permit is required when placing a newsrack within the public right-of-way.

Approved permits are valid until expiration of insurance and are not transferable to another location.

All fees associated with this permit are non-refundable.

Fees:

Application Fee:

\$80

Business Registration

Must have a current business registration with the City. Business Registration is a separate process and can be applied for concurrently with this permit.

Documentation Required:

- **Certificate of Insurance** - general liability coverage, minimum \$1 million for each occurrence and aggregate for combined bodily injury and property damage. The policy number, effective date, and expiration date must be provided.
- **Form - Stormwater Intake Form & Standard SWQMP** - Required for every project to categorize and document the project's status as it relates to local and state stormwater quality requirements.
- **Photos** - provide photos of each site location and a photo of the newsrack unit.
- **Plans - Proposed Work in Public Right-of-Way** - Plans showing location of newsrack(s) in public right-of-way.
- **Standard Conditions - Right-of-Way Construction** - Acknowledgement of conditions which must be adhered to when accessing or performing work in a Public Right-of-Way.