



CITY OF DE PERE

**APPLICATION FOR
REVOCABLE OCCUPANCY
PERMIT**

Fee: \$32.00
Receipt #: _____
Date: _____
Permit valid with updated
insurance until revoked

A. Applicant Information:

Name: _____

Address: _____

Phone: _____

Email Address: _____

Location of Encroachment: _____

Description: _____

B. Required Information:

- ☐ Copy of a current Certificate of Insurance, with City of De Pere named as an additional insured. See back for general liability insurance requirement.
- ☐ A layout, drawn to scale, which accurately depicts the dimensions of the area, and the proposed location of the encroachment. See back for any additional required materials for certain types of occupancies.

C. Signature:

If this application is approved, I hereby agree to abide by all relevant City regulations pertaining to encroachments/obstructions upon City right-of-way, including but not limited to Section 106-6 and 7-3 of the De Pere Municipal Code.

Applicant

Date

D. For Staff Use Only:

Reviewed by:

Director of Public Works

Date

Approved by:

Development Services Director

Date

Return completed application, supporting documentation, and application fee to: City of De Pere, Development Services Director, 335 S. Broadway, De Pere WI 54115. For assistance, please call (920) 339-4052.

PROOF OF INSURANCE:

Property owner/lessee agrees to save and hold the City of De Pere harmless from any and all injury that may occur to any party as the result of the requested encroachment upon the right-of-way referenced hereunder. This provision is intended to indemnify and hold harmless the City of De Pere to the fullest extent permitted by law and includes the payment of reasonable attorney fees for the defense of any claims brought which can fairly be said to be under the intent and purpose of the hold harmless agreement. To secure such hold harmless agreement, property owner/lessee shall maintain a general liability insurance policy on its business operations in an amount of not less than One Million Dollars per occurrence and has produced a Certificate of Insurance that the City is named as an additional insured and is entitled to coverage thereunder under the terms and conditions of the permit.

ADDITIONAL REQUIREMENTS FOR SIDEWALK CAFES:

Layout drawn to scale must include the dimensions of the existing sidewalk area and adjacent private property, the proposed location of the encroachment, including size and number of tables, chairs, steps, planters, umbrellas, location of doorways, trees, or other obstructions, either existing or proposed, within the right-of-way area. If available, please provide photographs depicting the area of encroachment.

Are you requesting permission to serve alcohol as part of the sidewalk café? ☐ Yes ☐ No

If yes, the permit holder must also contact the City Clerk-Treasurer's office at (920)339-4050 for a premise description change.