



# City of Rice Lake Street Use Permit Application

<b>Form S-Street Use</b>
Receipt # _____
Permit # _____

This completed form and required attachment(s) shall be submitted at the time of application to:  
**City Clerk's Office, 30 East Eau Claire Street, Rice Lake, WI 54868**

**Inquiries** Phone: 715.234.7088 Fax: 715.234.6829 Email: [kmorse@ricelakegov.org](mailto:kmorse@ricelakegov.org)

**Deposit** - \$100 – required for event in which a major activity is the sale or promotion of commercial products or services  
*(Demonstrates the applicant's good faith and his/her agreement to pay, within 20 days of invoicing, all City costs incurred by the occasion of the event)*

**Fee** - \$50.00 - less than three (3) blocks \$100.00 - more than three (3) blocks  
*(The Common Council may waive the fee for organizations which are non-profit as determined by the United States Internal Revenue Service. A tax identification number shall be furnished by all non-profit organizations)*

**Certificate of Insurance** - The applicant shall provide a certificate of comprehensive general liability insurance with per occurrence/aggregate limits of \$300,000 from an insurance carrier which is rated at least A by Moody's. The certificate shall name the City as an additional insured.  
*(The Common Council may waive the certificate of insurance requirement)*

**Performance Bond** - The applicant shall provide a performance bond prior to issuance of the permit.  
*(The Common Council may waive the performance bond requirement)*

**Petition** - A petition signed by not less than 75% of the persons responsible for a water utility account which is located along that portion of the street designated for the proposed use - (A petition form is attached to this application-copies may be made.)  
*(The Common Council may waive the petition requirement)*

**Indemnification** - By signing this application, the applicant hereby indemnifies, defends, and hold the City of Rice Lake and its employees and agents harmless against all claims, liability loss, damage or expense incurred by the City on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the permit is granted.

**Council Meeting Attendance** - Applicant or its representative must be present at the Common Council meeting in which this application shall be considered. Applicant shall be prepared to provide additional information which is reasonably necessary to make a fair determination as to whether to grant or deny this application.

**Other Licenses/Permits** The City of Rice Lake has alcohol, bartender, transient/public entertainment and other specialty license and/or permit applications not included within this form. Contact the Clerk's Office for more information.

To the best of the applicant's knowledge and belief, the information on this application is true, correct and complete. The applicant agrees to comply with all appropriate Wisconsin State Statutes and City of Rice Lake Ordinances relating to the permit. *(The City of Rice Lake Code of Ordinances is available for review at the City Clerk's Office, 30 East Eau Claire Street, Rice Lake, WI 54868 and on the City's official website: [www.ci.rice-lake.wi.us](http://www.ci.rice-lake.wi.us).)*

## PART A – Required Information

1.	Street requested to be blocked off: _____ Street/Avenue		Street/Avenue
	from _____ Street/Avenue	to _____	Street/Avenue
	Time requested the above street be blocked off:		
	from _____ a.m./p.m.	to _____ a.m./p.m.	Date: _____
2.	Street requested to be blocked off: _____ Street/Avenue		Street/Avenue
	from _____ Street/Avenue	to _____	Street/Avenue
	Time requested the above street be blocked off:		
	from _____ a.m./p.m.	to _____ a.m./p.m.	Date: _____
3.	Street requested to be blocked off: _____ Street/Avenue		Street/Avenue
	from _____ Street/Avenue	to _____	Street/Avenue
	Time requested the above street be blocked off:		
	from _____ a.m./p.m.	to _____ a.m./p.m.	Date: _____
<b>Purpose of Street Closure:</b> _____			
Required map of the area designating the street use permit is attached.			Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Certificate of Insurance</b>	Attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Waiver requested	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Performance Bond</b>	Attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Waiver requested	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Petition</b>	Attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Waiver requested	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## PART B – Required Applicant Information

Applicant/Organization Name	Social Security Number (required for individuals/sole proprietorship)
Title or Type of entity, individual, corp., LLC, etc.	Federal Employer or Tax Exempt Identification #
Responsible Person/Agent:	Wisconsin Seller's Permit #
Address	Phone
City/State/Zip	Fax
Business Address (if different than license address)	Email
City/State/Zip	
Applicant's Signature (sign in front of a Notary)	Date

STATE OF WISCONSIN )

BARRON COUNTY )

\_\_\_\_\_, being first duly sworn on oath says that (s)he is the person who made and signed the this application for a street use permit and that all the statements made by the applicant is true.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, Wis.

## PART C – City Review of Application - (to be completed by City)

Application Review by: \_\_\_\_\_ Date: \_\_\_\_\_ Describe each permit **incomplete** issue(s):

\_\_\_\_\_  
Police Chief Date

\_\_\_\_\_  
Fire Chief Date

\_\_\_\_\_  
Street Superintendent Date

\_\_\_\_\_  
Community Development Date

\_\_\_\_\_  
Parks/Rec/Cem Date

(Apr04)



# City of Rice Lake Petition for Street Use Permit

Form  
S-P

We, the undersigned residents of the # \_\_\_\_\_ block of \_\_\_\_\_ Street/Avenue in the City of Rice Lake hereby consent to the recreational or business use of this street on \_\_\_\_\_, 200\_\_ between the hours of \_\_\_\_\_ a.m./p.m. and \_\_\_\_\_ a.m./p.m. for the purpose of \_\_\_\_\_ and do hereby petition the City of Rice Lake Common Council to grant a Street Use Permit for use of the our portion of the above street for this purpose. We do hereby agree to abide by such conditions of such use as the City of Rice Lake Common Council shall attach to the granting of the requested Street Use Permit. We designate \_\_\_\_\_ as the responsible person or persons who shall sign an application for a Street Use Permit on our behalf.

Signature	Address	Date Signed
Signature	Address	Date Signed
Signature	Address	Date Signed
Signature	Address	Date Signed
Signature	Address	Date Signed
Signature	Address	Date Signed
Signature	Address	Date Signed
Signature	Address	Date Signed
Signature	Address	Date Signed
Signature	Address	Date Signed
Signature	Address	Date Signed
Signature	Address	Date Signed

List below are those resident not signing and/or oppose the Street Use Permit

Signature	Address	Date Signed
Signature	Address	Date Signed
Signature	Address	Date Signed
Signature	Address	Date Signed

