



PERMIT APPLICATION

## Revocable Occupancy / Street Privilege

City of La Crosse Engineering Department

Phone: (608) 789-7505

[engineering@cityoflacrosse.org](mailto:engineering@cityoflacrosse.org)

### Property Owner

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Application Preparer (if different from above)

Name: \_\_\_\_\_

Relationship with owner: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Proposed Encroachment

Description: \_\_\_\_\_

Encroachment address(es): \_\_\_\_\_

Benefiting Tax Parcel ID number(s): \_\_\_\_\_

I certify that I have reviewed the Municipal Code and understand all that is related to this permit request. I further certify that I have the full authority to make the foregoing application; the information in the application and the required submittals are complete and correct; the Work or Use performed shall comply with all the laws of the State of Wisconsin, and all ordinances, rules, regulations, policies and special conditions of the City of La Crosse. The applicant will perform the work covered by an approved permit with diligence and convenience to the public.

Signature of owner or designee: \_\_\_\_\_ Date: \_\_\_\_\_

Print name and title: \_\_\_\_\_

### Below this line to be completed by City staff only

Required items to be provided by Applicant:

- Scale drawing of encroachment on letter-size paper(s)
- Legal description of benefiting parcel(s)
- Certificate of Insurance (City as additional insured)
- Initial application / annual Fee \$ \_\_\_\_\_
- City Utility Potential Conflict Notification and Sign-Off

Encroachment type: \_\_\_\_\_ Permit number: \_\_\_\_\_

Board of Public Works approval date: \_\_\_\_\_

All fees are non-refundable.



## PERMIT FACTSHEET

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See Municipal Code Section 40-106 for complete information.

#### To apply for a permit:

- Return this completed application along with required information and fees noted on the application via email to [engineering@cityoflacrosse.org](mailto:engineering@cityoflacrosse.org) or mail to or drop off at City of La Crosse, Engineering Department, 400 La Crosse Street, La Crosse, WI 54601.
- You will then be given notice of when your request will be on the Board of Public Works agenda for consideration. Your presence might be required to discuss your application.
- Once approved an agreement document will be drafted by City and sent to Owner for signatures. Permit will then be valid once recorded with the County's Register of Deeds department. Applicant shall obtain all other necessary permits as required by City Departments. **Average completion time for validation 45 days.**

#### A permit is required anytime there is a long-term (more than 89 days) Encroachment into the City's Right of Way.

#### Permit costs vary.

- Most encroachments are \$75 initial fee plus \$75 annual renewal fee or as modified by City Council.

#### Insurance is required.

- Minimum Liability and Contractual Liability Insurance in the amount of \$100,000.00 each person, \$300,000.00 each accident for bodily injury and \$100,000.00 for property damage for the duration of the permit and filed annually with the City of La Crosse Engineering Department.
- The Certificate of Insurance **must** name the City of La Crosse as Additional Insured.
- Bonds might be required as directed by the Board of Public Works.

#### Follow these regulations:

- You must comply with Municipal Code Sec. 40-106.
- All Street privilege permits expire January 1st each year and must be renewed with annual fee, renewal form and updated insurance.
- Permittee is obligated to remove encroachment upon ten days' notice by the City of La Crosse for any reason.

Failure to obtain a permit before commencement of work will result in a permit fee of \$500.