



PERMIT APPLICATION

Temporary Street Privilege

City of La Crosse Engineering Department

Phone: (608) 789-7505

engineering@cityoflacrosse.org

Applicant

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Vehicle license number (if applicable): _____ Tag number: _____

Proposed encroachment

Address or location: _____

Area to be occupied (check all that apply):

Traffic lane(s) parking lane(s) boulevard sidewalk alley

I need to rent Temporary No Parking signs from the City. yes no

Purpose for permit:

Additional conditions:

Start date: _____

End date: _____

The undersigned understands and agrees to the following: 1) The permitted work shall comply with all permit provisions and conditions listed on and attached to this form; 2) That insurance requirements shall be met prior to approval either by submitting information with application or by keeping current information on file with the Engineering Dept.; 3) The applicant shall contact City Dispatch and the City Traffic Engineer 24 hours prior to the closure of any traffic lanes and shall provide an estimate of the duration of the closure. Temporary traffic control shall be provided and maintained by the applicant and shall comply with Part 6 of the Manual on Uniform Traffic Control Devices (MUTCD).

Note: Details of permit, including dates, may be modified with approval of the Engineering Department.

Signature: _____ Date: _____

Print name and title: _____

Below this line to be completed by City staff only

Permit/invoice number: _____ Date: _____

Fee: \$ _____ (\$50 for first 5 days, \$25 each additional week)

Permit issued by: _____

Special requirements:

All fees are non-refundable.



PERMIT FACTSHEET

Temporary Street Privilege

City of La Crosse Engineering Department

Phone: (608) 789-7505

Email: engineering@cityoflacrosse.org

See Municipal Code Section 40-107 and 40-108 for more information.

To apply for a permit:

- Return this completed application along with fees noted below via email to engineering@cityoflacrosse.org or mail to or drop off at City of La Crosse, Engineering Department, 400 La Crosse Street, La Crosse, WI 54601.
- Average completion time for validation is 45 days.
- If you need to rent Temporary No Parking Signs, contact the Street Department at 608-789-7340, ext. 7. You are responsible for picking up and returning materials. You will be billed per day for use of temporary signage and any missing items. If work starts on a Saturday or Sunday, temporary signage must be picked up at the Street Department prior to 12 p.m. (noon) Friday. Other signage and barricades are to be provided by the applicant.

A permit is required anytime there is a short-term (89 days or less) Encroachment into the City's Right of Way.

- This includes the use of streets, alleys, sidewalks, or other public ways or places of the city for the purpose of impeding from construction, reconstruction, maintenance, repair or demolition.
- Some special events include the temporary placement and servicing of non-construction related temporary toilet facilities, and such facilities are covered by Short-Term Street Privilege Permit and require special servicing and enforcement, with a limited duration of placement, that is in the best interest of the health, safety, and general welfare of the public. Portable Toilet (maximum two (2) days) \$100.

A permit costs:

- \$50 for the first five (5) days (covers application fee and base fee)
- \$25 for each additional week, to a maximum of twelve (12) weeks
- \$100 for portable toilets for maximum of two (2) days
- An additional deposit is required if city-owned facilities are moved or replaced.

A temporary traffic control plan is required.

- Temporary traffic control shall be provided and maintained by the applicant and shall comply with Part 6 of the Manual on Uniform Traffic Control Devices.

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

Insurance is required.

- Required public liability insurance of no less than \$100,000 each person, \$300,000 each accident for bodily injury and \$100,000 for property damage listing the City of La Crosse as additional insureds.
- The Certificate of Insurance **must** name the City of La Crosse as Additional Insured.
- Damage likely to streets, alleys, sidewalks, or other property will require a bond.

Follow these regulations:

- Do not obstruct more than 1/3 of a street or alley.
- Provide sufficient lighting of the obstruction at night.
- Do not interrupt sidewalk traffic without an approved detour.

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