

CITY OF DECORAH
SPECIAL EVENT APPLICATION

In accordance with Chapter 5.26 of the Decorah City Code (*Ordinance 994*), all applicants for a "Special Event" License shall complete this application form. The application shall be fully completed and submitted to the City Clerk / Treasurer no later than thirty (30) days prior to the City Council meeting at which consideration of this License is requested. The applicant shall also pay a filing fee of \$20.00 per each day of the Special Event for an approved application. This fee is to be paid prior to the issuance of the Permit.

I. INITIAL INFORMATION

1. Name of Special Event Promoter:

2. Address & Telephone Number of Special Event Promoter:

3. Name and Purpose of the Special Event:

4. Dates and Hours (by date) of Special Event
(attach separate page if needed)

5. Map of Proposed Special Event Area
(REQUIRED)

(Mark if attached) YES NO

7. A Certificate of Insurance on a form acceptable to the City must be provided as an attachment to the application with evidence of liability insurance with the City of Decorah listed as an insured in an amount not less than \$1,000,000. Submitted: YES NO

II. List of Requested Street or Alley Closures

Indicate on this or a separate form the list of requested closures specifying the street or alley and the beginning and ending points of the closures. Indicate the dates and hours of the closures if different than that of the Special Event.

Street or Alley (Other Public Property)	Location - From	Location - To	Date(s)	Hours
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

Applicant acknowledges that approval of this request is subject to the applicant providing all of the appropriate barricades and attendants to effectively close these rights-of-way to all unauthorized traffic. The applicant further acknowledges that any requirements imposed by the Police Chief to ensure the effective closure of the streets and maintain necessary safety measures will be followed.

III. USE OF CERTAIN MOTORIZED VEHICLES

The City of Decorah prohibits the use of certain motorized vehicles on city streets/property except by special permission of the Council. Please indicate if any of the vehicles from the list below may be used during your event. If approved, these types of vehicles may be used subject to the liability insurance coverage of the event sponsor.

- Snowmobiles
- ATV (All Terrain Vehicles)
- Off-Road Utility Vehicles
- Golf Carts

IV. EXCLUSIONS FROM REGULAR LICENSING REQUIREMENTS

An applicant may request the City Council to consider a temporary limitation by the City for the issuance of Peddlers' Licenses. This request may ask the Council to consider limiting the area in which such licenses are issued during the period approved for the Special Event. In considering this, the City Council must recognize in a separate Resolution, the City-wide interest in promoting the Special Event and in limiting the issuance of Peddlers' Licenses. If the applicant so desires, such a request should be attached to this application for the City Council's consideration.

Indicate whether a request for the limitation of the issuance of "Peddlers' Licenses" is being requested and, as such, attached to this application. ____YES ____NO

V. DETAILED MAP

The City Code requires that the applicant submit a detailed map of the Special Events area. This map is to show where all features associated with the Special Event will be located. Examples of such features include booths, stages, trailers, and bleachers. This detailed map need not be included with the application but must be submitted to the City before issuance of the permit. The detailed map shall be submitted in accordance with the following schedule:

1. One week in advance of a one-day Event.
2. Two weeks in advance of a two-day Event.
3. Three weeks in advance of a three-day Event.
4. Four weeks in advance of a four-day Event.

VII. DEPARTMENT REVIEW

All affected departments are to review the application and provide written comments for the City Clerk to compile and submit to the City Council and applicant prior to City Council consideration. Such comments are to finalize any details with regard to coordination, responsibilities, specific charges for particular services, and any other relevant details related to the preparation, conduct and conclusion of the Special Event.

Department	Comments Attached (Yes/No/NA)
Police	
Fire	
Streets	
Utilities	
Parks & Recreation	
Other	

VIII. CHECKLIST

REQUIREMENT	DATE
Application Submittal Date	
Council Review	
Council Approval	
Fee Paid	
Detailed Map Submitted	
Permit Issued	

Submitted by _____

Date _____



Permit Application for Work Within City Right-of-Way (ROW)

Return to:
 400 Claiborne Drive
 PO Box 138
 Decorah, IA 52101
 T: (563) 382-3651
 F: (563) 382-6525

Permittee (Owner of the work to be done within right-of-way)
Property Owner
Street Address
City/State/Zip Code
Contact Person
Phone Number
Email Address

Contractor (Person of company performing work for permittee)
Company Name (Enter SELF if private individual)
Street Address
City/State/Zip Code
Contact Person
Phone Number
Email Address

Fee Schedule (Only apply highest fee for applicable work)
<input type="checkbox"/> Utility Work (\$30)
<input type="checkbox"/> Street Repair (\$30)
<input type="checkbox"/> Street Closure (N/A)
<input type="checkbox"/> ROW Obstruction (\$10)
<input type="checkbox"/> Driveway Culvert (N/A)
<input type="checkbox"/> Driveway (N/A)
<input type="checkbox"/> Sidewalk (N/A)
<input type="checkbox"/> Boulevard Planting (N/A)
<input type="checkbox"/> Curb and Gutter (N/A)

Work Information (Please review the applicable City Code and/or SUDAS sections for specific requirements for the type(s) of work being proposed)	
Type of Work (check all that apply):	
<input type="checkbox"/> Street, Alley, or Lane Closure (Ch. 5.04.290)	<input type="checkbox"/> ROW Obstruction (Ch. 5.04.290, 12.20)
<input type="checkbox"/> Utility Work (Ch. 12.48, 13.04, 13.16, 13.18, 13.24, 16.04.180)	<input type="checkbox"/> Driveway Culvert (Ch. 16.04.180.G)
<input type="checkbox"/> Street Repair (Ch. 12.12)	<input type="checkbox"/> Boulevard Planting/Structure (Ch. 12.08, 12.40)
<input type="checkbox"/> Driveway (Ch. 12.28.030, SUDAS 7030)	<input type="checkbox"/> Curb and Gutter (Ch. 12.12, 12.48, 160.04.180.C)
<input type="checkbox"/> Sidewalk (Ch. 12.28)	<input type="checkbox"/> Other
Address of Proposed Work	
Description of Work. Be specific, list proposed quantities and materials, provide a site plan/map of proposed work (see reverse side of this application), list beginning and end times for requested street closures.	
Anticipated Start Date	Anticipated Completion Date
<p>Applicant hereby applies for a permit to complete work within the right-of-way of the City of Decorah. Applicant acknowledges this permit must be approved prior to commencement of work and only covers the work described herein. Applicant has reviewed and is familiar with the provisions of applicable City and State codes, to include all applicable zoning standards and will comply with the same. Applicant will defend, indemnify, protect, and save harmless the City and its employees from any and all liability, from any claim or cause of action which any person may have or claim to have by any reason of any actual or alleged failure on the part of the applicant to comply with the terms and provisions thereof. Applicant agrees that all work will follow current Americans with Disabilities Act (ADA) standards. Applicant agrees to use signage meeting current Manual on Uniform Traffic Control Devices (MUTCD) requirements for any street, alley, lane, and/or sidewalk closure or other ROW obstruction. Applicant is responsible for notifying, locating (Iowa One Call, 1-800-292-8989), and protecting all utilities within the project area, and any damage will be the sole responsibility of the applicant. Applicant understands that all City property and/or rights-of-way shall be restored to current standards, original condition, or as otherwise approved by City Staff. Applicant agrees to adhere to the plans as submitted and approved by the City and will provide notification of any change prior to construction. Applicant agrees to relocate or remove, at the applicant's expense, any utilities, plantings, structures, or other facilities in the ROW if the City determines said items to interfere with an essential corporate purpose of the City. Applicant hereby certifies they have read and examined this application and its attachments and know the same to be complete, true, and correct.</p>	
Signature of Applicant or Representative	Printed Name
	Title/Position
	Date

Required Attachments
<input type="checkbox"/> Insurance Certificate
<input type="checkbox"/> Bond (if required by City)
<input type="checkbox"/> Site Plan
<input type="checkbox"/> Fee (see Fee Schedule above)

OFFICE USE ONLY
Date Received/Paid
Water/Sewer Dept: <input type="checkbox"/> Approved <input type="checkbox"/> N/A Initials____ Date _____
IT Department: <input type="checkbox"/> Approved <input type="checkbox"/> N/A Initials____ Date _____
Engineering/Streets: <input type="checkbox"/> Approved <input type="checkbox"/> N/A Initials____ Date _____
Police Department: <input type="checkbox"/> Approved <input type="checkbox"/> N/A Initials____ Date _____
Fire Department: <input type="checkbox"/> Notified <input type="checkbox"/> N/A
Hospital/EMS: <input type="checkbox"/> Notified <input type="checkbox"/> N/A
Approval Signature
Date Approved