



Preserving Yesterday's Heritage for Tomorrow.

**APPLICATION FOR STREET USE PERMIT**

A street use permit is issued to close off a street from the public for private use. These permits are subject to reasonable regulation and control in order to maintain health, safety, and general welfare of the residents of the Town. A \$25 permit fee is required. An additional \$1000 bond is required to be paid via check. This check is NOT deposited. It is held by the Town until the permit expires and no damage to the public road is observed.

- ✓ For a review of the full ordinance, see Town Code § 279-10 through § 279-18.
- ✓ If the proposed street use is to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorizing responsible heads of such organization shall be the applicant.
- ✓ The road closure may not exceed eight (8) hours.
- ✓ The permit shall be accompanied by a deposit for the use of Town barricades (fee set by Town Board).
- ✓ Each application for a street use permit, except for parades or races sponsored by civic, youth or scout organizations which have been in existence for at least six months, shall be accompanied by a petition to be signed by not less than 75% of the residents over 18 years of age residing along that portion of the street designated for the proposed use. Space for the signatures is provided on the reverse side of this sheet.
- ✓ Those applicants not required to submit signatures shall still notify neighbors of the event.
- ✓ A street use permit for an event in progress may be terminated by law enforcement officers if the health, safety and welfare of the public appear to be endangered by activities generated as a result of the event or the event is in violation of any of the conditions of the permits or ordinances of the Town of Cedarburg.
- ✓ The Town Administrator has the authority to approve or deny an application.
- ✓ The application will be denied if street use is primarily for private or commercial gain.
- ✓ **A certificate of comprehensive general liability insurance may be required prior to being granted the permit.**

**APPLICANT NAME (1):** \_\_\_\_\_ **PHONE #:(**\_\_\_\_\_) \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_

**IS THIS INDIVIDUAL RESPONSIBLE FOR CONDUCTING THE PROPOSED USE OF THE STREET? YES / NO**

**APPLICANT Name (2):** \_\_\_\_\_ **PHONE #:(**\_\_\_\_\_) \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_

**IS THIS INDIVIDUAL RESPONSIBLE FOR CONDUCTING THE PROPOSED USE OF THE STREET? YES / NO**

**ORGANIZATION:** \_\_\_\_\_ **PHONE #:(**\_\_\_\_\_) \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_

**EVENT AUTHORIZING CONTACT:** \_\_\_\_\_

**PROPOSED DATE OF EVENT:** \_\_\_/\_\_\_/\_\_\_ **START TIME:** \_\_\_:\_\_\_ **END TIME:** \_\_\_:\_\_\_

**STREET/LOCATION OF EVENT:** \_\_\_\_\_

**APPROXIMATE NUMBER OF ATTENDEES:** \_\_\_\_\_

**PROPOSED USE:** \_\_\_\_\_

**NOTE (1):** A barricade deposit, as set by the Town Board, is required per Chapter 279-15 of Town Code.

**NOTE (2):** The person or representative of the group making application for a street permit shall be present when the Town Board gives consideration to the granting of said street use permit.

## Resident Signatures: Street Use Permit

A requirement of this permit is a signed petition by not less than 75% of the residents over 18 years of age residing along that portion of the street designated for the proposed use.

By signing this petition you acknowledge your approval of the proposed event, location, and times.

**Signature**

**Address**


## INDEMNITY AND HOLD HARMLESS AGREEMENT

I, \_\_\_\_\_, shall indemnify and agree to hold harmless the Town of Cedarburg and its employees and agents from and against any and all liability, damage, expense, cause of action, suits, claims, penalties, or judgments arising from injury to person(s) sustained by anyone as a result of the issuance of this permit and temporary closing of the road. I shall, at my own cost and expense, defend any and all suits against myself, the Town of Cedarburg and its employees and agents. My failure in defending against any and all suits can result in the Town of Cedarburg defending such suits at applicant’s expense (including attorney’s fees and costs).

Applicant Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

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### OFFICE USE

\_\_\_\_\_  
Town Administrator, Town of Cedarburg

\_\_\_\_\_  
Date

- The following parties will be notified by the Town:
  - Cedarburg Fire Chief: scan and email permit to: [info@cedarburgfiredept.com](mailto:info@cedarburgfiredept.com)
  - Town Constable & Director of Public Works
  - Ozaukee Sheriff Department (fax): 262-284-8490