APPLICATION FOR USE OF CITY PROPERTY

(see §170 of the City Code for additional requirements, restrictions, and procedures)

APPLICANT NAME

NAME OF ORGANIZATION / BUSINESS

MAILING ADDRESS

PHONE NUMBER

DATE OF APPLICATION SUBMISSION

EMAIL ADDRESS

All of the following documentation MUST be submitted to the Superintendent's Office, along with this application form, and $100 non-refundable fee, in order for application to be considered complete.

**Incomplete Applications will not be accepted**

☐ Provide a typed explanation of your request clearly indicating the location of the property under consideration, your intended use(s) of that property, and intended duration of use. Also, include a description of any physical changes that you wish to make to the City property and any other information you feel is relevant, such as paving, drainage improvements, signs, structures, etc.

☐ $100 non-refundable application fee. Checks payable to the City of Ithaca.

☐ Property survey produced by a licensed land surveyor showing the City property and adjacent private property

☐ A drawing, such as submitted or approved site plan, clearly illustrating the boundaries of the City property proposed for private use, including physical changes proposed and the affected area (in square feet or acres)

☐ Insurance coverage consistent with the terms stated in §170-9D(1) of the City Code

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FOR OFFICE USE ONLY

Application Fee of $100 paid on ____________________ (date) by cash or check # __________ (circle one)

Application accepted by:___________________________ Date:________________________

Michael J. Thorne, P.E., Superintendent of Public Works

The Superintendent of Public Works has determined that this request should be properly treated as (check one):

☐ Temporary Easement   ☐ Permanent Easement   ☐ Lease   ☐ License   ☐ Other _____________

The Superintendent has determined that this request ☐ does ☐ does not involve the use of public parkland.

The Superintendent has determined that this request ☐ does ☐ does not require environmental review.

The Superintendent shall determine whether the requested encroachment or use interferes with any public works functions or needs, and whether any conditions should be attached to any granting of an easement, license or lease.

The Superintendent has determined that additional review/action is necessary from the following (check all that apply):

☐ Mayor   ☐ City Attorney   ☐ Fire Chief   ☐ Board of Public Works

☐ City Clerk   ☐ Common Council   ☐ Other _______________________________

This application been ☐ approved   ☐ with conditions   ☐ denied

by:___________________________ Date:________________________

Michael J. Thorne, P.E., Superintendent of Public Works

and a written response ☐ has ☐ has not been provided.