



PO Box 775088, 137 10th Street Fax: 970.879.8851 Ph: 970.879.2060

Application for Revocable License or Permit

Name of Business: _____

Name of Owner: _____

Mailing Address: _____

Physical Address/Legal Description of Location: _____

Name of Contact Person: _____

Telephone: _____ Fax: _____ Email: _____

This application is for the following type of revocable encroachment request (*check as applicable*):

Permit (\$140 fee)

Structure Concrete wall >4ft Boulder wall

Other: _____

Type A License (Fixed) (\$85 fee)

Affixed Sign(s) Awning(s) Deck Landscaping
 Lighting Fixtures Fence Snowmelt <4ft Boulder wall

Other: _____

Type B License (Portable) (\$85 fee)

Portable Sign Outdoor Seating Bike Rack Outdoor Display

Other: _____

The following items **MUST** be submitted as part of this application:

1. **Utility sign offs** - The following utilities have reviewed and approved this application:

Initial Ok	Utility Provider
<input type="checkbox"/>	_____ Mt. Werner Water (879.2424) / City of Steamboat Springs Utilities (879.2060)
<input type="checkbox"/>	_____ YVEA (871.2282)
<input type="checkbox"/>	_____ Atmos (879.3223)
<input type="checkbox"/>	_____ Comcast (534.0610)
<input type="checkbox"/>	_____ CenturyLink (328.8288)

Other: _____

NOTE : You will need to call 811 and get utility locates prior to conducting underground work.

2. **Certificate of Insurance-** providing evidence of coverage not less than \$500,000 with the City of Steamboat Springs listed as Additionally Insured and 30 Day Cancellation Notice.
3. **Site Plan-** drawn to scale showing the location of any item to be located within the City ROW *(where applicable)*.
4. **Elevation Profile Drawing-** drawn to scale showing the location of any item to be located within the City ROW *(where applicable)*.
5. **Property Legal Description-** *(where applicable)*.
6. **Check** payable to the City of Steamboat Springs in the amount indicated by type.

Recording fees will need to be submitted at a later date for Type A (Fixed) licenses.

As the applicant, I understand that all required materials must be submitted prior to review and the Revocable License approved in writing by the City of Steamboat Springs prior to the installation of any item or structure within the City Right-of-Way.

Signature of applicant

Date

For Internal Use Only:

Department Approvals:

<u>Initial</u>	<u>Ok</u>	<u>Department</u>
<input type="checkbox"/>	_____	Public Works
<input type="checkbox"/>	_____	Planning
<input type="checkbox"/>	_____	Fire Prevention
<input type="checkbox"/>	_____	Legal
<input type="checkbox"/>	_____	Parks, Open Space & Recreation
<input type="checkbox"/>	_____	Other (List)

Reviewed and Approved by

Date