

BOYCEVILLE POLICE DEPARTMENT

903 MAIN STREET STE. C, BOYCEVILLE, WI 54725



STREET USE PERMIT APPLICATION

APPLICANT INFORMATION

Event Name: _____
Organizer/Sponsor: _____
Organizer/Sponsor Address: _____
Email: _____
Primary Contact: _____ Phone: _____
Secondary Contact: _____ Phone: _____

EVENT INFORMATION

Sound Amplification ☐ Yes ☐ No Must comply with the provisions of ordinance 11-2-4.
Vending ☐ Yes ☐ No Food vendors must have valid health department permits.
Sale of Alcohol ☐ Yes ☐ No If yes, a temporary class B license is required from Village Hall.

Event Type

☐ Community Event ☐ Rally/Demonstration ☐ Run/Walk/Race ☐ Farmers Market
☐ Parade ☐ Block Party ☐ Concert ☐ Construction
☐ Other – Describe: _____

Attendance – If over 500, a large assembly permit is required and must be submitted 60 days prior to the event.

Daily: _____ Peak: _____ Total: _____ Large Assembly Permit Submitted: ☐ Yes ☐ No

Event Schedule

☐ Single Day Event Date: _____ Start Time: _____ End Time: _____
☐ Multi-Day Event (consecutive days) Start Date: _____ End Date: _____
Daily Start/End Times: _____
☐ Recurring Event (weekly/monthly) Start Date: _____ End Date: _____
Frequency: _____
Daily Start/End Times: _____

LOCATION INFORMATION

☐ Requesting Sidewalk Space ☐ Requesting Traffic Lane Closure ☐ Requesting Full Street Closure
Street name(s) and block number(s): _____

If it is parade or run/walk/race, list assembly location and route: _____

TRAFFIC CONTROL PLAN

☐ Barricades/Cones Locations: _____
☐ Signage Locations/Messages: _____
☐ Traffic Control Personnel ☐ Contracted ☐ Volunteers ☐ Village Staff
☐ No Parking Notices When Posted (Min. 2 hours prior): _____
☐ Debris Clean Up ☐ Contracted ☐ Volunteers ☐ Village Staff

REQUEST FOR VILLAGE SERVICES

Tier 1 Services – Requires 10 business days' notice. Equipment will be placed for set up by event staff.

☐ Street Barricades Drop Off/Pick Up Location: _____
☐ Trash Cans Drop Off/Pick Up Location: _____
☐ Traffic Cones/Caution Tape Drop Off/Pick Up Location: _____

COMPLETE REVERSE SIDE

**STREET USE PERMIT APPLICATION
REVERSE**

Tier 2 Services – Requires 30 business days' notice and may be subject to fees.

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Equipment Setup | <input type="checkbox"/> Street Barricades | <input type="checkbox"/> Trash Cans | <input type="checkbox"/> Traffic Cones/Caution Tape |
| <input type="checkbox"/> Street Sweeping/Debris Clean Up | <input type="checkbox"/> Pre-Event | <input type="checkbox"/> Post Event | |
| <input type="checkbox"/> Temp Utilities | <input type="checkbox"/> Water Service | <input type="checkbox"/> Electrical Service | |
| <input type="checkbox"/> Police - Traffic Control | How many and location(s): _____ | | |
| <input type="checkbox"/> Police - Security | How many and location(s): _____ | | |
| <input type="checkbox"/> Police – Participate in Event | How many and doing what: _____ | | |

INSTRUCTIONS

Applications may be submitted to the Police Department, Village Hall, or via email. Applications that request no Village services shall be submitted at least **five business days** prior to the event. Applications that request **Tier 1 Village services** shall be submitted at least **10 business days** prior to the planned event. Applications that request **Tier 2 Village services** shall be submitted at least **30 days prior** to the planned event. Applications for emergency closures (i.e. emergency construction or demolition) must be submitted as soon as possible and will be reviewed on a case-by-case basis. **Late applications will not be accepted.**

PERMIT DENIAL OR REVOCATION

An application for a street use permit may be denied if:

1. The proposed street use is primarily for private or commercial gain.
2. The proposed street use would violate any federal or state law or any ordinance of the Village.
3. The proposed street use will substantially hinder the movement of police, fire, or emergency vehicles, constituting a risk to persons or property.
4. The application for a street use permit does not contain all required information required or is submitted late.
5. The application requests a period for the use of the street for more than five days.
6. The proposed use could equally be held in a public park or other location.
7. The health, safety, and general welfare of the public cannot adequately be protected and maintained if the permit is granted.

If your application is denied, you may appeal against that decision to the Village Board. You must appear in person for your appeal. You may contact the Village Clerk regarding your appeal.

This permit and the associated event may be terminated by a law enforcement officer if the health, safety, and welfare of the public appears to be endangered by activities generated because of the event or if the event is in violation of any of the conditions of the permits or ordinances of the Village of Boyceville.

WAIVER OF LIABILITY

The applicant agrees to indemnify, defend, and hold the Village and its employees and agents harmless against all claims, liability, loss, damage, or expense incurred by the Village on account of any injury to or death of any person or damage to any property caused by or resulting from the activities for which this permit is granted. The Village has the right to require proof of comprehensive liability insurance and/or a performance bond prior to issuing this permit.

ACKNOWLEDGEMENT OF APPLICANT

I certify that the information I have provided in this application is true and understand and agree to abide by any terms and conditions set forth by the Village regarding this request. I understand that I may need to apply for other related permits and approval of this permit may be contingent upon successfully obtaining them. I understand that some services may require fees.

Signature of Applicant

Date

STAFF USE ONLY

Permit Approved: ☐ Yes ☐ No **Insurance Required:** ☐ Yes ☐ No **Conditions:** ☐ Yes ☐ No
Comments:
Permit Notification: ☐ Applicant ☐ Police Department ☐ Public Works ☐ Village Hall

Chief of Police

Date

Permit #