

COUNCIL ACTION FORM

SUBJECT: ENCROACHMENT PERMIT FOR SIGN AT 2408 LINCOLN WAY

BACKGROUND:

High Class Glass is seeking approval for an encroachment permit that would allow a wall sign to hang in the public right-of-way at 2408 Lincoln Way. The proposed wall sign will be on the north façade of the building. The total encroachment will be approximately 6.75 square feet over the sidewalk, but will not affect use of the sidewalk.

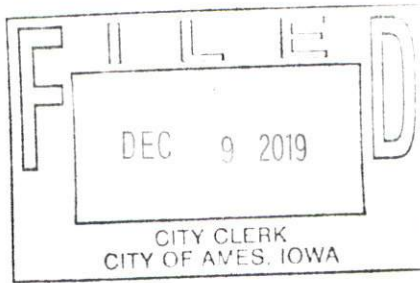
Chapter 22.3(3) of the Ames Municipal Code requires approval of the Encroachment Permit Agreement by the Ames City Council before the permit can be issued. By signing the Agreement, the owner and tenant agree to hold harmless the City of Ames against any loss or liability as a result of the encroachment, to submit a certificate of liability insurance which protects the City in case of an accident, and to pay the fee for the encroachment permit. The owner and tenant also understand that this approval may be revoked at any time by the City Council. The fee for this permit was calculated at \$25, and the full amount has been received by the City Clerk's Office along with the certificate of liability insurance.

ALTERNATIVES:

1. Approve the request.
2. Deny the request.

MANAGER'S RECOMMENDED ACTION:

It is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby granting the encroachment permit for the sign.



ENCROACHMENT PERMIT APPLICATION

An Encroachment Permit approved by the Ames City Council is required for anything of a "fixed character" which is "upon, over or under" the surface of any "street, alley, or sidewalk."

Applicant is: Property Owner Tenant Contractor

Applicant Name Brandon Long

Address of Encroachment 2408 Lincoln Way

City Ames State IA Zip Code 50014

Type of Encroachment: Sign

(If the encroachment is a sign, please apply for a sign permit through the Inspections Division.)

Total Square Feet of the Area to Encroach: 6.75 sq ft
(See attached submittal guidelines.)

Property Owner Name Rent Ames

Mailing Address 2316 230th St Ste 304

City Ames State IA Zip Code 50014

Daytime Phone (515) 268-2287 Cell Phone _____

E-mail: nate@rentames.com

These items must be submitted with your application prior to approval of the permit:

- An Encroachment Permit Agreement approved as to form by the City Attorney and signed by the owner of the building where the encroachment will occur (obtained from the City Clerk's Office).
- A sketch of the encroaching item (i.e., sign, canopy, awning, etc.) drawn to scale.
- A sketch showing the placement of the encroaching item on the property.
- An insurance certificate with comprehensive general liability coverage in an amount of not less than \$500,000 combined single limit naming the City of Ames as an additional insured on the policy. Said certificate must be accompanied with a copy of Endorsement CG 2013.
- A fee to be determined by the City's Building Official. The fee is \$1.00 per square foot of the encroachment or a minimum of \$25.00.

Applicant's Signature [Signature] Date 12/5/19

Property Owner's Signature [Signature] Date 12-5-2019

Submit your completed permit application to: rknulsen@city.ames.ia.us
City of Ames
City Clerk's Office
PO Box 811
Ames, IA 50010

For Office Use Only

Documents Received

Date: 12/9/19
 Completed Application
 Certificate of Inspections sent to PW, P&H, Building Official on _____
 Review by DRC needed?

Fees

Fee Amount 25.00
Date Fee Paid 12/9/19
check 1125

Insurance

Received 12/9/19
 Approved _____

Agreement

Two originals prepared
 Signed agreements returned

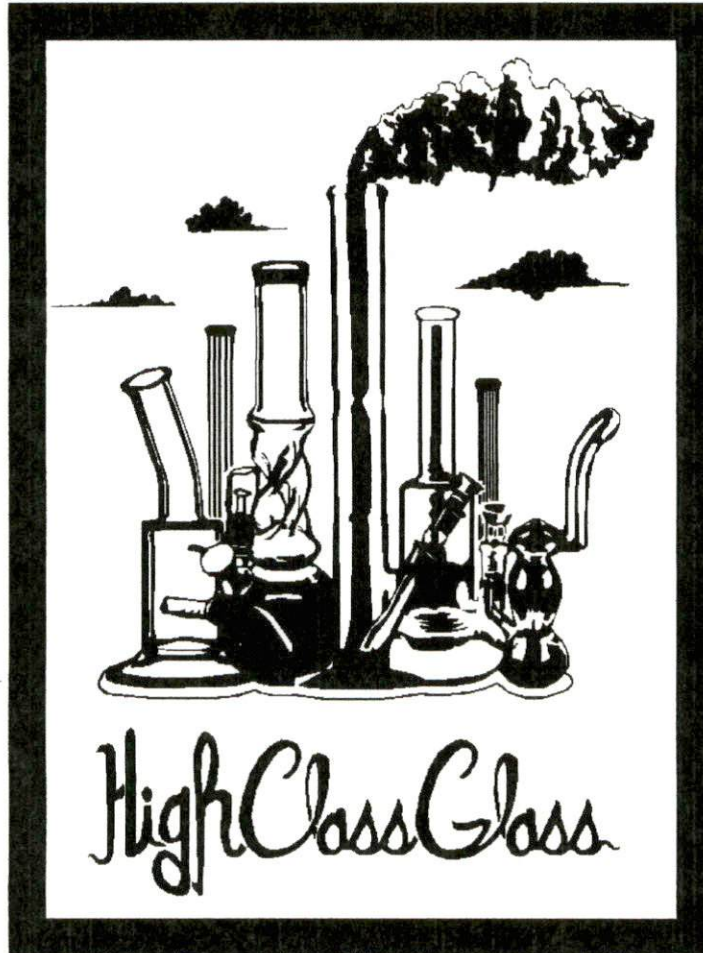
CC Meeting Date

Added to agenda
 CAF prepared on T Drive

Follow Up

Application approved
 Agreement signed by Mayor
 Letter prepared and sent to applicant
 Clerk's copy of Agreement sent to Recorder _____
 Add to FMS with insurance expiration date

Notes



- 36" x 27" "Flag" Mounted cabinet
 - 2 sided
 - LED interior lights
 - Installed
- Price: \$2606 + \$182.42 tax = \$2788.42
 Sign Permit: \$137

► **Company Name:** High Class Glass ► **Project** 11/13/19

Contact Name: Brandon Long
 Phone number: 515-231-4817
 email: higclassglassiowa@gmail.com
 additional details

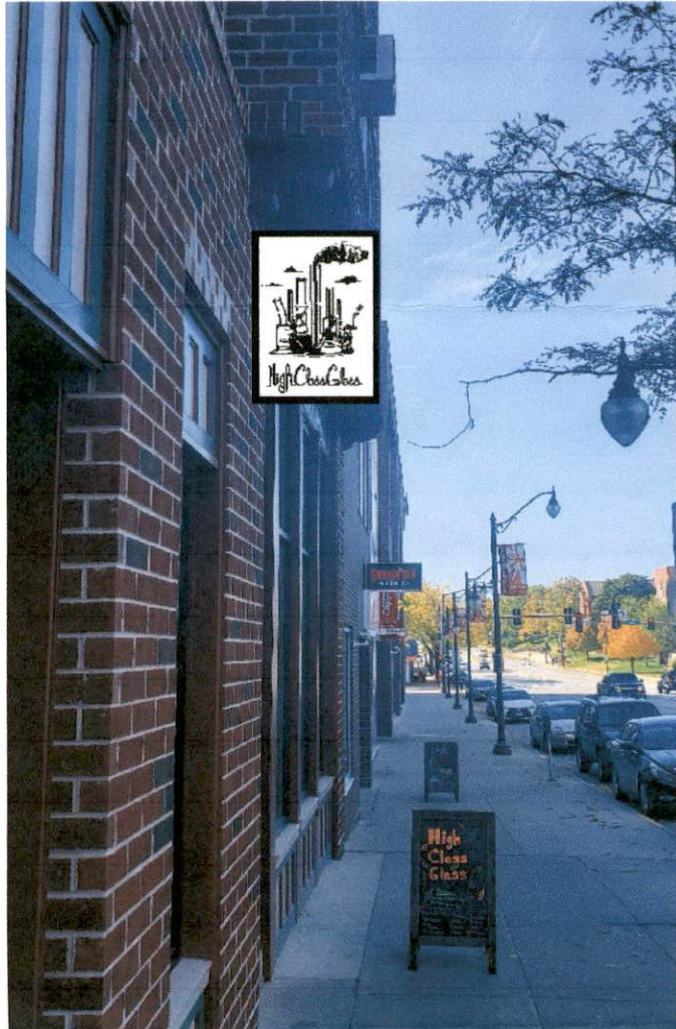
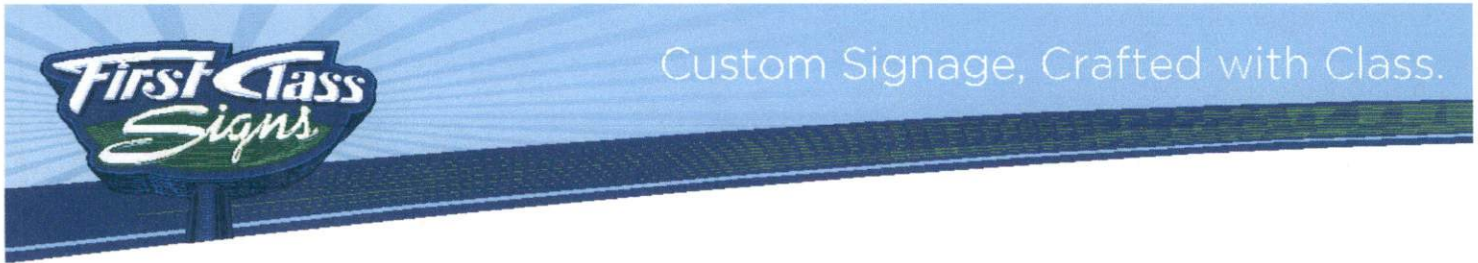
Design/Prepared by: Scott Tanner

Approved by

A handwritten signature in black ink, appearing to read 'B Long', written over a horizontal line.

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- 36" x 27" "Flag" Mounted cabinet
- 2 sided
- LED interior lights
- 10' to the bottom of the sign

▶ Company Name: High Class Glass

▶ Project

10/29/19

Contact Name: Brandon Long
 Phone number: 515-231-4817
 email: higclassglassiowa@gmail.com
 additional details

Design/Prepared by: Scott Tanner

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