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: 〇 Property Owner 〇 Tenant 〇 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

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: 12/4/19

Property Owner’s Signature: [Signature]  Date: 12-5-2019

Submit your completed permit application to: rkaustem@city.ames.ia.us

City of Ames
City Clerk’s Office
PO Box 811
Ames, IA 50010
High Class Glass

- 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

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

Design/Prepared by: Scott Tanner
Approved by:

This design is property of First Class SIGNS, and is not to be reproduced or copied without the express written consent of First Class SIGNS. The colors represented in this print may not match the PMS chip, vinyl, or paint exactly. If not returned within 30 days from day, we reserve the right to charge for creative time involved in development.

https://mail.google.com/mail/u/1/#inbox/QgrocJHsbJZzxNKqkkthNzINJxqLNdBdSr2g?projector=1&messagePartId=0.1
Company Name: High Class Glass

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

Design/Prepared by: Scott Tanner

Project

10/29/19

Approved by

This design is property of First Class SIGNS, and is not to be reproduced or copied without the express written consent of First Class SIGNS. The colors represented in this print may not match the PMS chip, vinyl, or paint exactly. If not returned within 30 days from day, we reserve the right to charge for creative time involved in development.