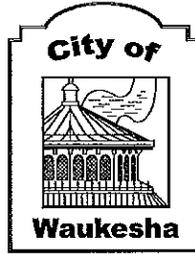


**Daily fee: \$25.00**  
**Seasonal fee: \$150.00**



*Pursuant to Chapter 6.175 of the Municipal Code*

**SIDEWALK VENDOR LICENSE APPLICATION**

Application, certificate of insurance & fee must be submitted to the Clerk's Office no later than 14 business days prior to the special event.

**PERMIT REQUIRED:** No person may place or maintain any goods, wares, merchandise, tables, chairs, stands, tents or other similar items in front of any store, shop or other building beyond the lot line without procuring the appropriate permit from the City Clerk. No permit may be issued unless the use is in conjunction with or part of a "special event" as defined in sec. 6.17(1)(a). The permit issued under this section shall expire immediately upon the conclusion of the "special event."

Name of Vendor:		
Street Address:		
City/State/Zip:	Phone:	
Email Address:		
Brief Description of food, goods or services to be offered for sale:		
In conjunction with what "special event":		
Date requesting:	Exact Location:	Size of Space (attach map):

**APPLICATION CHECKLIST**

- A copy of a current certificate of commercial liability insurance from a company licensed in the State of Wisconsin in amounts determined by the Finance Department must be submitted with this application. The City of Waukesha shall be listed as an additional insured. The applicant shall include documentation that the coverage extends to the area reserved for such goods, wares, merchandise, tables, chairs, tents or similar items.
- The applicant shall execute an indemnification agreement to be submitted with this application.
- The applicant shall provide a drawing/picture of area intended to use which also depicts a four foot wide unencumbered, open and accessible portion of the sidewalk that shall remain open for pedestrian traffic safety at all times.
- A non-refundable application/permit fee shall be paid to the City Clerk's office. *\$25 daily fee / \$150 seasonal fee.*

**➔ I hereby make an application for a sidewalk vendor license as detailed above. I have read Chapter 6.175 of the municipal code book and agree to abide by it at all times.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date Rcv'd by Clerk's Office _____	Fee Paid _____	<input type="checkbox"/> Insurance Rcv'd	<input type="checkbox"/> Indemnification Rcv'd
<input type="checkbox"/> Drawing/Picture of area rcv'd		Date copy sent to Engineering for recommendation _____	
<b>ENGINEERING DEPARTMENT:</b>			
Check one: <input type="checkbox"/> <i>Recommends Approval</i> <input type="checkbox"/> <i>Does not recommend approval (please attach statement as to reason why)</i>			
Signature _____		Date _____	

Chapter 6  
Streets and Sidewalks

**6.175 Sale and Display of Goods and Merchandise;  
Obstructions on Sidewalks and City Right of Ways**

(Cr. #6-13)

(1) Permit Required.

(a) No person may place or maintain any goods, wares, merchandise, tables, chairs, stands, tents or other similar items in front of any store, shop or other building beyond the lot line without procuring the appropriate permit from the City Clerk. No permit may be issued unless the use is in conjunction with or part of a "special event" as defined in sec. 6.17(1)(a). The permit issued under this section shall expire immediately upon the conclusion of the "special event."

(b) Before a permit may be issued, the Public Works Department shall review the application applying the standards set forth in (3) below and provide a recommendation to the City Clerk.

(2) Permit Application. The owner or lessee desiring to place goods, wares, merchandise, tables, chairs, stands or other similar items in front of a store, shop or other building, in conjunction with a "special event," shall submit an application to the City Clerk's office no less than (14) fourteen business days prior to the "special event". The Application shall at a minimum include the following information:

(a) A completed City application form.

(b) A copy of a current certificate of commercial liability insurance from a company licensed in the State of Wisconsin in amounts determined by the Finance Department. The City of Waukesha shall be listed as an additional insured. The applicant shall include documentation that the coverage extends to the area reserved for such goods, wares, merchandise, tables, chairs, stands, tents or other similar items.

(c) The applicant shall execute an indemnification agreement approved by the City Attorney prior to placing said goods, wares, merchandise, tables, chairs, tents or similar items in the public right of way.

(3) Permit fee. A non-refundable application fee to cover the administrative costs of processing shall be paid to the City Clerk by the applicant when the application is filed. The fees shall be as follows:

Daily fee: \$25.00

Seasonal fee: \$150.00

Chapter 6  
Streets and Sidewalks

**6.175 Sale and Display of Goods and Merchandise;  
Obstructions on Sidewalks and City Right of Ways**

- (4) Standards.
- (a) The City Clerk or his/her designee may approve, approve with conditions or restrictions or deny a permit when necessary to maintain public health, safety or welfare; to prevent a nuisance from developing or continuing or due to a violation of this section, the City Code of Ordinances or applicable state or federal law.
  - (b) The permittee shall maintain a four foot wide unencumbered, open and accessible portion of the sidewalk for pedestrian traffic safety at all times.
  - (c) The use of a portion of the sidewalk for the sale of goods, wares, merchandise, tables, chairs, tents or similar items or other obstructions or encroachments shall not be an exclusive use. All public improvements, including but not limited to, trees, light poles, traffic signals, manholes or any public initiated maintenance procedures shall take precedence over said use at all times.
  - (d) The permittee shall display the permit granted by the City Clerk in a conspicuous place in the vicinity of the sidewalk portion the permittee uses when conducting activities authorized by this section.
- (5) Revocation or Suspension.
- (a) The approval of a permit issued under this section is conditional at all times. The City Administrator, Chief of Police, Community Development Director, Chief of the Fire Department, Public Works Director or their designees may temporarily order the termination of a permit issued under this section at any time to maintain the health, safety and welfare of the public.
  - (b) A permit issued under this section may be formally revoked or suspended by the Clerk at any time without cause. Issuance of a permit under this section is a privilege, not a right, to use the public right of way.
- (6) Appeal. A revocation, suspension or denial opinion may be appealed by the permittee or applicant by filing a written notice of appeal within three (3) business days of the Clerk's decision by written notice to the Mayor. A hearing shall be held by the Mayor or Mayor's designee and either grant, grant with conditions, or deny the permit. If no notice of appeal is filed with the Mayor within three (3) business days, the decision of the Clerk shall be deemed final. The appeal procedure under this section is not subject to Ch. 68 Wis. Stats.

Chapter 6  
Streets and Sidewalks

**6.175 Sale and Display of Goods and Merchandise;  
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(7) Penalty. The penalty for a violation of this section or permit issued hereunder shall be a forfeiture of not less than \$50.00 or more than \$200.00 per day for each violation, together with the costs of prosecution.