

**APPLICATION FOR USE OF CITY PROPERTY**

(see §170 of the City Code for additional requirements, restrictions, and procedures)

APPLICANT NAME \_\_\_\_\_

NAME OF ORGANIZATION / BUSINESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ DATE OF APPLICATION SUBMISSION \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**All of the following documentation MUST be submitted to the Superintendent’s Office, along with this application form, and \$100 non-refundable fee, in order for application to be considered complete.**

**\*\*\*\* Incomplete Applications will not be accepted \*\*\*\***

Provide a typed explanation of your request clearly indicating the **location** of the property under consideration, your **intended use(s)** of that property, and intended **duration** of use. Also, include a description of any **physical changes** that you wish to make to the City property and any other information you feel is relevant, such as paving, drainage improvements, signs, structures, etc.

\$100 non-refundable application fee. Checks payable to the City of Ithaca.

Property survey produced by a licensed land surveyor showing the City property and adjacent private property

A drawing, such as submitted or approved site plan, clearly illustrating the boundaries of the City property proposed for private use, including physical changes proposed and the affected area (in square feet or acres)

Insurance coverage consistent with the terms stated in §170-9D(1) of the City Code

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FOR OFFICE USE ONLY
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**Application Fee of \$100** paid on \_\_\_\_\_ (date) by cash or check # \_\_\_\_\_ (circle one)

**Application accepted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Michael J. Thorne, P.E., Superintendent of Public Works

The Superintendent of Public Works has determined that this request should be properly treated as (check one):

Temporary easement      Permanent easement      Lease      License      Other \_\_\_\_\_

The Superintendent has determined that this request does does not involve the use of public parkland.

The Superintendent has determined that this request does does not require environmental review.

The Superintendent shall determine whether the requested encroachment or use interferes with any public works functions or needs, and whether any conditions should be attached to any granting of an easement, license or lease.

The Superintendent has determined that additional review/action is necessary from the following (check all that apply):

Mayor                      City Attorney                      Fire Chief                      Board of Public Works
City Clerk      Common Council                      Other \_\_\_\_\_

**This application been      approved      with conditions      denied**

**by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Michael J. Thorne, P.E., Superintendent of Public Works

**and a written response      has      has not      been provided.**