

Village of Osceola , 310 Chieftain St., P.O. Box 217, Osceola, WI 54020
715-294-3498 www.vil.osceola.wi.us

Conditional Obstruction Permit Application

Return completed application and supporting documentation to: Village of Osceola, 310 Chieftain St, P.O. Box 217, Osceola, WI 54020. For assistance, please call 715-294-3498.

1. **Requested Approval Period:** From _____ To _____ (dates)
_____ Full Year _____ Single Event _____ Series of Events

Business Name: _____

Contact Name: _____

Business Address: _____

Telephone: _____

E-Mail: _____

2. **Applications will not be accepted without the following:**
1. **Site Plan:** A dimensioned drawing showing the existing building, street lights, street trees, curbs, benches and trash containers along with the proposed location of the fixtures (tables, chairs, benches, planters) and/or signs. The drawing shall be suitable to allow determination of the distance between the proposed fixture/sign and the curb, and the width of the clear passageway remaining on the sidewalk with the proposed fixture/sign in place.
 2. **Proof of Insurance or a Signed Hold Harmless Agreement:** A certificate of insurance for general liability in the amount of \$500,000 naming the Village of Osceola as additional insured or a Hold Harmless Agreement signed by the business owner indemnifying the Village from any and all claims related to the fixtures and/or signs.
Where Applicable, Provide:
 3. **Drawing of Proposed Sign:** Photo or drawing must show sign appearance, indicate sign dimensions, materials of construction, colors, ad copy, lettering and other pertinent information. For a changeable sign, note whether slate or plastic and whether chalk or grease pencil is to be used. (see addition sign requirements on reverse side of this application)
 4. **Photos or Drawings and Description:** Include for any proposed fixtures (tables, chairs, benches, or planters). Size and material construction must be included.

3. **Signature:** _____

Date: _____

OFFICIAL USE ONLY:

Action by Village Board: _____ Date: _____

Village Code Section 186-4. Obstructions and Encroachments

A. Obstructions and encroachments prohibited. No person shall encroach upon or in any way obstruct or encumber any street, alley, sidewalk, public grounds or lands dedicated to public use, or any part thereof, or permit such encroachment or encumbrance to be placed or remain on any public way adjoining the premises of which he or she is the owner or occupant, except as provided in Subsection B.

B. Exceptions. The prohibition of Subsection A shall not apply to the following:

- Goods, wares, merchandise or fixtures being loaded or unloaded which do not extend more than three feet on a sidewalk, provided that such goods, wares, etc., do not remain thereon for more than three (3) hours.
- Racks or platforms for the display of merchandise at least 18 inches above the sidewalk and extending not more than 24 inches from the building to which it is attached.
- Merchandise displays are permitted for a period of up to 48 hours, provided that a clear path of at least five feet in width must be maintained at all times.

C. Conditional obstruction permits.

- Benches, tables, chairs and other fixtures may be placed on sidewalks subject to approval by the Village Board.
- The conditional use may be revoked by the Board at any time for the failure to maintain clear passage or failure to maintain the obstructed sidewalk area.

Rules/Regulations:

1. A minimum of 5 feet of sidewalk must be clear at all times.
2. No fixtures or signs may obstruct an entrance to a building or any steps.
3. Fixtures, sidewalk signs and merchandise shall only be displayed during daylight hours when business is open.
4. All fixtures, sidewalk signs and merchandise must be promptly removed when strong winds arise that could threaten stability of said items.
5. All fixtures, sidewalk signs and merchandise must be cleaned and maintained on a daily basis.
6. Fixtures, sidewalk signs and merchandise must not interfere with cross walks or the opening of car doors or with the operation of loading zones.
7. No fixtures may be chained or in any way fastened to boulevard trees, tree guards, signs, street lights or any Village streetscape fixtures.
8. No fixtures, sidewalk signs or merchandise shall interfere with the removal of snow.
9. Sidewalk signs may not contain “dispensing pockets” or be used in any other way to dispense materials such as, but not limited to, menus, sales flyers, advertising brochures, etc.
10. All applicable Village and Building Codes must be followed.