

**COUNCIL ACTION FORM**

**SUBJECT: ENCROACHMENT PERMIT FOR A SIGN AT 127 WELCH AVENUE**

**BACKGROUND:**

Grandma's Attic is seeking approval for an encroachment permit that would allow a wall sign to hang in the public right-of-way at 127 Welch Avenue. The proposed wall sign will be on the east façade of the building. The total encroachment will be approximately 12 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  
515-292-6700

Applicant Name Christy Radach gardens@amesatic@gmail.com

Address of Encroachment 127 Welch Ave

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: 12 square feet  
(See attached submittal guidelines.)

Property Owner Name Robert Hidayat

Mailing Address P.O. Box 227

City Lake Arrowhead State CA Zip Code 92352

Daytime Phone \_\_\_\_\_ Cell Phone 515-451-9524

E-mail: \_\_\_\_\_

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 Christy Radach Date 1-23-2020  
Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit your completed permit application to: [rknutsen@city.ames.ia.us](mailto:rknutsen@city.ames.ia.us)  
City of Ames  
City Clerk's Office  
PO Box 811  
Ames, IA 50010

### For Office Use Only

#### Documents Received

Date: 1/24/2020  
 Completed Application  
 Certificate of Inspections sent to PW, P&H, Building Official on 1/24/2020  
 Review by DRC needed?

Fees  
Fee Amount 25.00  
Date Fee Paid 1/24/2020

Insurance  
 Received 1/24/2019  
 Approved \_\_\_\_\_

Agreement  
 Two originals prepared  
 Signed agreements returned

CC Meeting Date 2/11/20  
 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  
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