

ITEM # 9  
DATE: 03-08-22

**COUNCIL ACTION FORM**

**SUBJECT: ENCROACHMENT PERMIT FOR SIGN ON BUILDING AT 300 MAIN STREET**

**BACKGROUND:**

Tonya Rock Photography is seeking approval for a sign attached to the building that is 20" X 20" with a mounting bracket. There will be two aluminum facet attached to the bracket with full print on both sides.

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 applicant and owner 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 that protects the City in case of an accident, and to pay the fee for the Encroachment Permit. The applicant and owner 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.

**COUNCIL ACTION:**



For Office Use Only

# 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."

sent 1-18-22

### Documents Received

- Date: 1-18-22
- Completed Application
- Certificate of Inspections sent to PW, P&H, Building Official on 1-20-22
- Review by DRC needed?

Applicant is:  Property Owner  Tenant  Contractor

Applicant Name Tonya Rock

Address of Encroachment 300 Main st

City Ames State Iowa Zip Code 50010

Fees

Fee Amount Requested 2-14-22

Date Fee Paid \_\_\_\_\_

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: \_\_\_\_\_  
 (See attached submittal guidelines.)

Insurance

Received 1-17-22

Approved 1-18-22

Property Owner Name Bradford Williams LLC

Mailing Address 1796 NW 84th Ave

City Ankeny State Iowa Zip Code 50023

Daytime Phone \_\_\_\_\_ Cell Phone 5157706343

E-mail: bradfordwilliamsiowa@gmail.com

Agreement

Two originals prepared

Signed agreements returned

CC Meeting Date 3-8-22

Added to agenda

\_\_\_ CAF prepared on T Drive

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.

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

Requested original signature of property owner too / 2-14-22

Applicant's Signature \_\_\_\_\_ Date 1/16/2022

Property Owner's Signature \_\_\_\_\_ Date 1/17/22

Submit your completed permit application to: [tenee.hall@cityofames.org](mailto:tenee.hall@cityofames.org)  
 City of Ames  
 City Clerk's Office  
 PO Box 811  
 Ames, IA 50010

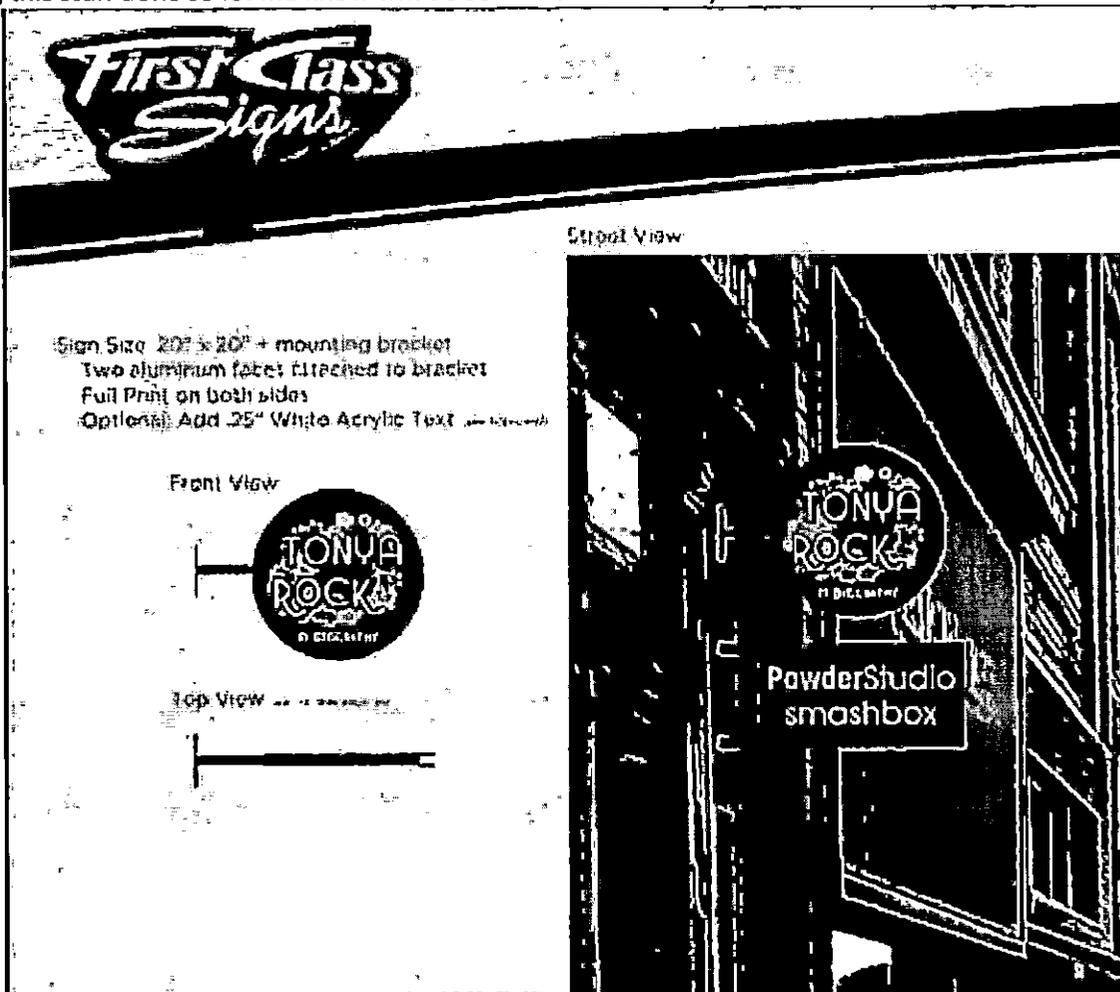
*[Signature]* *Tonya Rock*

Hall, Renee

**From:** Tonya Rock <hello@tonyarock.com>  
**Sent:** Sunday, January 16, 2022 1:09 PM  
**To:** Hall, Renee  
**Subject:** Re: Sign Permit  
**Attachments:** Tonay Rock Photography Certificate.pdf

[External Email]

Hi, I apologize for my extreme delay in trying to get my things together for our sign at 300 Main. Attaching the paperwork. The owners live in Ankeny and rarely come to Ames. How should I get their signature? I am not great at getting this stuff done so let me know what else is needed. Thank you so



On Wed, Aug 25, 2021 at 9:47 AM Hall, Renee <renee.hall@cityofames.org> wrote:

Thanks for the call earlier!

Per our conversation attached is the encroachment permit for your sign – this is needed if anything of a fixed character is upon, over or under the surface of any street, alley or sidewalk.

**CERTIFICATE OF INSPECTIONS**  
**New Encroachment Permit**

Please return to the City Clerk's Office by Feb 1<sup>st</sup>

City Council Action has been requested on Feb 8, 2022

Applicant Tonya Rock Photography

Phone No. \_\_\_\_\_

Location 300 Main St

Type of Encroachment Sign

I HEREBY CERTIFY that the location for which the permit will be issued conforms with all zoning regulations of the City of Ames.

N/A       Approved       Approved with the following conditions:

      1-20-22  
Planning Department      Date

I HEREBY CERTIFY no rights-of-way users will be impacted at the location for which the permit will be issued.

N/A       Approved       Approved with the following conditions:

      1/20/2022  
Public Works Department      Date

I HEREBY CERTIFY that the requested encroachment permit has been reviewed.

N/A       Approved       Approved with the following conditions:

      1/19/22  
Building Official      Date

Review by DRC Needed?