



City of Lawrence

CL-23504

Temporary Use of Public Right-of-Way Permit Application

Please allow up to 14 days for the processing of this application.

By submitting this permit application, the applicant swears and certifies that:

- The applicant will obtain utility locates before digging, trenching, or boring in the right-of-way;
- The applicant understands that no work in the right-of-way, other than obtaining utility locates, is permitted until a Temporary Use of Public Right-of-Way Permit is affirmatively issued;
- The applicant has read Chapter 16, Articles 8 and 9 of the Code of the City of Lawrence, and understands the regulations therein;
- The applicant will restore the right-of-way to city specifications;
- The applicant will notify the city when the use of the right-of-way is complete;
- The applicant will maintain traffic control devices in compliance with the Manual of Uniform Traffic Control Devices (MUTCD) throughout the project;
- The applicant will meet the conditions of any applicable KDOT permit; and
- The applicant will obtain approval from the City of Lawrence Parks and Recreation Department before digging, trenching, or boring within ten feet of any tree in the right-of-way.

APPLICANT INFORMATION					
Contact Person: Bob Sanner		E-Mail Address: sports@visitlawrence.com		Business Name: Lawrence Convention & Visitors Bureau	
Preferred Phone: 785-764-2660		Mailing Address		24-Hour Phone: 785-764-2660	
Street: 200 W 9 th Street	City: Lawrence	State: KS	Zip: 66044		
LIST DATE(S) OF REQUESTED USE OF RIGHT-OF-WAY BELOW					
Date:	From Time:	To Time:	Location of Use:		
Date:	From Time:	To Time:	Location of Use:		
Date: October 13, 2013	From Time: 6:30 pm	To Time: 9 pm	Location of Use: 600 block of Tennessee		<div style="text-align: right; color: red; font-weight: bold; font-size: 2em;">PAID</div> <div style="text-align: right; color: red; font-weight: bold;"> CK. NO. <u>Payment</u> DATE <u>2/18/13</u> </div>
Or From Date to Date: October 11-14, 2013	From Time: 6am	To Time: 6pm	Location of Use: 300 West 7 th Street		
Is applicant the owner of the adjoining property? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, attach the owner's written permission)					
Describe the use of this right-of-way: Lawrence is hosting the Mother Earth News Fair on October 12 & 13, in Watson Park. we are requesting the use of 7 th Street as part of the Expo area and the use of Tennessee on Sunday evening to expedite vendor tear down. We are also requesting city services ranging from securing a trash dumpster for the site, having a police presence during the fair and coordinating the use of barricades during the Tennessee Street closure.					
QUESTIONS FOR APPLICANT					
Do you need meter bags? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how many?					
Do you need no parking signs? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how many (1 sign per 30 feet)?					
Note: The police department will contact you when meter bags and/or no parking signs are ready to be picked up. A \$3.00 deposit per bag/sign must be paid to the police department at that time.					
Is this project being undertaken on behalf of the City of Lawrence? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
If yes to above, who is your main contact person with the City on this project?					
Is this application for an event at which you intend to serve or sell alcohol? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Consumption of alcohol on the public right-of-way requires City Commission approval. Applicant will be assessed any publication costs for ordinances adopted.					

Will you be digging, trenching, or boring within ten feet of any tree in the right-of-way?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are any street lane closures anticipated?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will you be installing any above-ground fixtures, equipment, or markers?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will you be making any pavement cuts (streets, curbs, gutters, sidewalks, etc.)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

- PLEASE INCLUDE:**
- \$10.00 Application Fee (non refundable)
 - Certificate of general liability insurance in the amount of \$500,000 with the City of Lawrence listed as a certificate holder
 - Sketch or site plan of the utilized right-of-way
 - MUTCD compliant traffic control plan if the activity will impact pedestrian or vehicular traffic in any way
 - Written permission of adjacent property owner(s) if applicant is not owner
 - Copy of KDOT permit if applicable
 - Photos or illustrations of any above-ground fixtures, equipment, or markers
 - Scale drawings showing the location of existing utilities and infrastructure, and the proposed location of any new installations.

BOB SANNER
 APPLICANT'S NAME (Printed)

[Signature]
 APPLICANT'S SIGNATURE*

Sept. 18, 2013
 TODAY'S DATE

**Application cannot be accepted without a signature.*

OFFICE USE ONLY		
Application Received Date:	Insurance Certificate Submitted or on File? <input type="checkbox"/> Yes <input type="checkbox"/> No	Payment Received? <input type="checkbox"/> Yes <input type="checkbox"/> No
Permit reviewed by:	Development Services / Building Inspection <input type="checkbox"/> Yes <input type="checkbox"/> N/A	
	Police Department <input type="checkbox"/> Yes <input type="checkbox"/> N/A	
	Public Works <input type="checkbox"/> Yes <input type="checkbox"/> N/A	
	Utilities <input type="checkbox"/> Yes <input type="checkbox"/> N/A	
	Historic Resources <input type="checkbox"/> Yes <input type="checkbox"/> N/A	
	Fire Medical <input type="checkbox"/> Yes <input type="checkbox"/> N/A	
	Parks & Recreation/Forestry/Facilities <input type="checkbox"/> Yes <input type="checkbox"/> N/A	
	Transit <input type="checkbox"/> Yes <input type="checkbox"/> N/A	
City services needed:	Bus Re-routes <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Meter Bags <input type="checkbox"/> Yes <input type="checkbox"/> No	
	No Parking Signs <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Barricades <input type="checkbox"/> Yes <input type="checkbox"/> No	
Special Conditions:		
_____ City Manager or Designee		_____ Date
THIS PERMIT SHOULD BE PROMINENTLY DISPLAYED WHERE THE PUBLIC RIGHT-OF-WAY IS BEING USED OR BE AVAILABLE FOR REVIEW BY ANY OFFICER OR EMPLOYEE OF THE CITY OF LAWRENCE UPON DEMAND.		
THIS PERMIT MAY BE REVOKED OR SUSPENDED AS PROVIDED BY LAW.		

W 6th St



Jonathan Douglass

From: Bob Sanner [sports@visitlawrence.com]
Sent: Wednesday, September 18, 2013 11:25 AM
To: Jonathan Douglass
Cc: David L. Corliss; mdever@sunflower.com
Subject: Mother Earth News Fair-Lawrence
Attachments: Mother Earth News.pdf; Lawrence_Exhib_Map_13.pdf

Good morning, Jonathan,

Lawrence is hosting a Mother Earth News Fair on October 12 & 13 in Watson Park. This ticketed event is expecting to draw 6,000 attendees and 210 exhibitors. This fair will deliver practical, hands-on training and experience taught by leading experts in the areas Mother Earth News concentrates in its magazine: renewable energy, organic gardening, sustainable agriculture, green home building and more. Saturday Fair hours will be 9:00 AM-7:00 PM, while Sunday Fair hours are 9:00 AM-6:00 PM. Attached you will find my ROW request and a current site plan for Watson Park. Please contact me with any questions. As always, thank you for your assistance.

Bob Sanner
Lawrence Convention & Visitors Bureau
785-856-5302

