

## Street Furniture Permit Application

Applicant Name or Agency: \_\_\_\_\_ Date \_\_\_\_\_  
Applicant's Address: \_\_\_\_\_  
Applicant's Phone Number: \_\_\_\_\_ Email Address \_\_\_\_\_  
Preferred Method of contact (US Mail or email) \_\_\_\_\_  
Location(s) of Installation: \_\_\_\_\_

**Please Check That You have Provided the Following Items:**

Photographs of Items to be installed: \_\_\_\_\_ Number provided \_\_\_\_\_  
Correspondence with abutting Property owners: \_\_\_\_\_ # of forms \_\_\_\_\_  
Scale Drawing for Proposed Installation: \_\_\_\_\_  
Insurance Certificate: \_\_\_\_\_  
Maintenance Agreement: \_\_\_\_\_  
Permit Fees: \_\_\_\_\_  
Indemnification Statement (see 97.076(B)(5)(a)) \_\_\_\_\_  
Approval of Kentucky Transportation Cabinet or Historical or Overlay District, if applicable pursuant to 97.076(B)(5)(d) and (e) \_\_\_\_\_  
  
Special Notes: \_\_\_\_\_  
\_\_\_\_\_

**24 Hour Construction/emergency contact information**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Back up Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

The undersigned hereby makes application for a permit to do the work outlined in this application, and if desired permit is issued, agrees to comply with all existing Ordinances of Louisville Metro Government and all provisions of the Street Furniture Regulations of the Department of Public Works and Assets regulating the use of public way.

**NOTICE:** Any person, persons, corporation, agency, partnership, utility or other instrumentality to whom this permit is granted WILL TAKE NOTICE that no investigation or examination of the work site surface or subsurface thereof, has been undertaken by Louisville Metro Government preparatory to the granting of this permit.

**SURFACE AND SUBSURFACE EXAMINATION AND INVESTIGATION OF THE WORK SITE SHOULD BE UNDERTAKEN BY THE PERMITTEE PRIOR TO THE COMMENCEMENT OF THE WORK COVERED UNDER THIS PERMIT.**

In signing the application for the permit sought hereunder the applicant acknowledges that the above provisions as to Indemnity of Louisville Metro Government and as to site inspection have been read and hereby agreed to.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Mail correspondence to:  
Louisville Metro Government  
Department of Public Works and Assets  
444 South 5<sup>th</sup> Street, 1st Floor - Louisville KY 40202

(B) *Permit Requirements.*

(1) No party shall place, construct, or maintain within the right-of-way of any public way of Metro Government any permanent or immovable object, street furniture, structure, sidewalk, entrance way, driveway, or other installation, except as otherwise permitted by resolution or ordinance of the Metro Government.

(2) Before placing an object, structure, street furniture, or other installation pursuant to subsection (B)(1) above, a written permit shall be obtained from the Director of the Louisville Metro Department Public Works.

(3) Any party seeking to place an object, structure, street furniture, or other installation shall submit to Louisville Metro Department of Public Works ("Public Works") a signed application in writing upon a form provided and a certificate of insurance, approved in form and amount by risk management, showing Metro as an additional insured covering any liability arising out of the maintenance of the street furniture covered by the permit. The application shall contain:

- (a) The name, address, telephone number and, if applicable, electronic mail address of the applicant;
- (b) A photograph of the item of street furniture and the proposed location for which a permit is sought. When the application is for more than ten (10) locations of the same type of street furniture, the applicant may submit a single application and supply a list of preferred locations;
- (c) Whether the applicant would prefer to receive notice and orders by regular mail or electronic mail;
- (d) The information supplied pursuant to this subsection shall be used for all notices, correspondence, or communications from Public Works;
- (e) The signature of the applicant;
- (f) The required permit fees;
- (g) Maintenance Agreement from Public Works for all items being installed;
- (h) Required correspondence with abutting property owners informing them of proposed installation;
- (i) For applications for permits relating to all Street Furniture objects, each request must provide a scale drawing or site plan to show the Street Furniture's placement relative to existing buildings, curbs and other fixtures and appurtenances in the surrounding public rights-of-way for a minimum of twenty-five (25) feet in any direction. The drawing must depict that the Street Furniture object and its placement meets all Americans with Disabilities Act guidelines.