

# USE OF PUBLIC PLACES APPLICATION – Public Furnishing

(not including awnings, projection, sign or canopy)



## Applicant Information:

Check one:

Corporation

Partnership

Individual /  
Sole Proprietor

LLC

Association or Other

Name of Applicant (s):

\_\_\_\_\_

Name of Business (Doing Business As): \_\_\_\_\_

Business Address: (Street) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Mailing Address (if same as business address leave blank): \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_

Do you prefer to be contacted at your business, cellular, or home phone number? Circle one: Business / Cellular / Home

Email Address: \_\_\_\_\_

(Do you prefer to be contacted via email? Yes \_\_\_ No \_\_\_)

Name of Insured on Certificate of Insurance: \_\_\_\_\_

Certificate of Insurance is valid from: \_\_\_\_\_ to \_\_\_\_\_

*(If necessary please attach additional pages)*

**Public Furnishing Location:**

\_\_\_\_\_  
\_\_\_\_\_

**Description of project and why it is necessary to locate a Public Furnishing on the right of way:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*By signing this application you agree that you've read and understand the conditions of the Municipal Code pertaining to the permit type. You must provide the City with a valid certificate of insurance if your current certificate expires prior to the expiration of the permit. Failure to provide a valid certificate may result in revocation of the permit.*

*I acknowledge that the information contained in this application is true, correct, and complete to the best of my knowledge.*

Please print name: \_\_\_\_\_

Signature : \_\_\_\_\_ Date: \_\_\_\_\_

**Document Requirements with the Application: Use of Public Places Public Furnishing**  
**(Please attach this checklist to your application)**

**Public Furnishings:**

- Completed Application**
- \$50 one time.** (Make checks payable to City of Longmont.)
- Certificate of Insurance naming City of Longmont as Additional Insured** in the liability amounts of \$150,000 per person and \$600,000 per occurrence. Can petition in writing to the City Manager for full or partial waiver of insurance requirement.
- Accurate Plot Plan showing the location, size, and type of proposed improvement.** The documents need to be no larger than 8 ½ x 11. Please include the dimensions of the right-of-way and the area that will be taken up by the public furnishing. Also, include any permanent structures that are in the immediate area such as fire hydrants, light poles, benches, and planters. Also, name the cross streets. Include an elevation drawing.

**If you are applying for a Public Furnishings Permit you need to know that:**

- A public furnishing means a unique feature or object or item intended for the public comfort or convenience, including a fountain, sculpture, including a bus stop bench, bus stop shelter, telephone booth, restroom, trash container or planter.
- If located in the downtown development authority district, public furnishings shall be designed and constructed in accordance with the authority's design guidelines, or otherwise be compatible with and complement the aesthetic and design characteristics of other areas of the City.
- Compliance with Historic Preservation Guidelines may apply.

**Public Furnishing Contact List:**

Sign Permit

Building Inspection 303-651-8338

Temporary Construction/Obstruction Permit

Public Works 303-651-8697