City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER 400 Boardman Avenue Traverse City, MI 49684 (231) 922-4480 tcclerk@traversecitymi.gov



Dear Applicant:

Subject: Application for a Newsrack Permit

Enclosed is an Application for a Newsrack Permit which must be completed in its entirety prior to submission. Please familiarize yourself and adhere to the Traverse City Code of Ordinances Chapter 1020 Section 1020.09 *Newsracks* which can be viewed in its entirety at: https://library.municode.com/mi/traverse_city/codes/code_of_ordinances?nodeId=PTTENSTUT PUSECO TITTWOSTSIAR CH1020ST 1020.09NEPE.

When submitting your application, please include the following:

- 1). \$110 fee for an initial Newsrack, \$70 for each additional.
- 2). Certificate of Insurance for Comprehensive General Liability in the amount of \$1 Million per occurrence along with an *endorsement to the policy, naming the City of Traverse City as additional insured. *A sample endorsement is enclosed.
- 3). A "to-scale" sketch

Please note that if the owner decides to relocate or replace a permitted newsrack, a new permit will be required.

Once your application and required documents have been received, the City Clerk's Office will obtain approvals from the appropriate departments and agencies. Once all departments have approved your request, the City Clerk's Office will issue you a formal *Newsrack Permit*.

We hope this information is helpful! The City of Traverse City looks forward to working with you to compliment the living experience in Traverse City! Should you have any questions, please feel free to contact anyone in the City Clerk's Office at (231) 922-4480 or tcclerk@traversecitymi.gov

Most Sincerely,

Benjamin Marentette, MMC

City Clerk

CITY OF TRAVERSE CITY APPLICATION FOR NEWSRACK PERMIT



(City Ordinance 1020.09)

This application is for the placement of newsracks on the City's sidewalks.

Name of Publication:						
Owner's Name:						
Email Address:		Phone No:				
Address:Street						
Street	City	State	Zip			
Location of newsrack #1:			\$110 Fee:			
Location of newsrack #2:			\$70 Fee:			
Location of newsrack #3:			\$70 Fee:			
For each newsrack, please attach a building line, parking meters, trees		g placement of new	srack, curb line,			
Before physical placement of news Certificate in the amount of \$1 mill naming the City of Traverse City a		1.1				
If the owner desires to relocate or with applicable fees. Please conta	replace a permitted nev	vsrack, a new permi				
The undersigned, declares and sa service or act stated hereon and best of his/her knowledge and be with all provisions of the ordinar service or act for which the perm City of Traverse City free and hareimburse the City of Traverse C defense of claims as such liability performance of the work or act for the service or act for which the perm City of Traverse C defense of claims as such liability performance of the work or act for the service or act for the	that the statements madief. The undersigned nees of the City of Transit is requested. The unarmless from all liabilicity for all expenses of and claims may arise	ide above are true a further says that haverse City relative a indersign further a ty which may be in litigation in connect because of neglige	and correct to the ne/she will comply to the operation, grees to hold the nposed upon it, to ction with the			
The applicant acknowledges that records in its possession. The aprecords or materials received by as permitted by the Freedom of 1	plicant hereby gives p the City from the app	ermission to the Ci licant as it may be	ty to release any			
Date:	Signa	ture of Applicant				

SAMPLE ADDITIONAL INSURED ENDORSEMENT

POLICY NUMBER: x INSERT POLICY # HERE COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INCLIDED DESIGNATED DEPON OR

	ADDITIO	ORGANIZATION		OK .				
	This endorsement modif	fles insurance provided under the following:						
	COMMERCIAL GEN	ERAL LIABILITY COVERAGE PART.						
		SCHEDULE						
X	Name of Person or Org City of Traverse City 400 Boardman Avenue Traverse City, MI 49484		, its officers, employees and					
	(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.) WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.							
			151	,				
				**				
								
	40							
		,						
		v						
	CG 20 26 11 85	Copyright, Insurance Services Office, Inc.,	1984 Page 1	lof1 🗆				