

COUNCIL ACTION FORM

SUBJECT: ENCROACHMENT PERMIT FOR A MAILBOX AT 2001 INDIAN GRASS COURT

BACKGROUND:

The owners of the home at 2001 Indian Grass Court, Charles and Betty Horras, have requested an encroachment permit for a new mailbox which will encroach on to the City right-of-way. The proposed mailbox will be constructed out of stone. The previous mailbox was destroyed when it was backed into by a van.

When the original mailbox was constructed in 1985, mailbox permits were not required. These mailboxes built prior to the requirements were grandfathered; however, if a mailbox needs to be replaced, it must meet the new requirements.

The requirements of Section 22.3 of the *Municipal Code* have been met with the submittal of a hold-harmless agreement signed by the property owner and the applicant, and a certificate of homeowner's insurance coverage which protects the City in case of an accident. The fee for this permit was calculated at \$25, and the full amount has been received by the City Clerk's Office.

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 this mailbox.



APPLICATION FOR ENCROACHMENT PERMIT

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."

Address of Encroachment: 2001 Indian Grass Court

Type of Encroachment: mailbox
(If the encroachment is a sign, please apply for a sign permit through the Inspections Division).

Name of Applicant: Charles + Betty Horras

Address: 2001 Indian Grass Court, Ames, IA 50014

Applicant's Home Phone: 515-233-6454 Work or Cell Phone: 515-450-8851

Owner of Building: same as above

Owner's Address: same as above

Owner's Home Phone: same as above Work or Cell Phone: same as above

These items must be submitted with your application prior to approval of the permit:

- 1. 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).
2. A sketch of the encroaching item (i.e., sign, canopy, awning, etc.) drawn to scale.
3. A sketch showing the placement of the encroaching item on the property.
4. 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.
5. 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.

Applicant's Signature: Charles E. Horras

Owner's Signature (If different): Betty A. Horras



Approximate measurements -
to be constructed out of
stone or wood and stone -
similar size of neighbors
width + depth - 20"
height - 54"