

COUNCIL ACTION FORM

**SUBJECT: ENCROACHMENT PERMIT FOR A SIGN AT 3500 UNIVERSITY BLVD.
(ISU RESEARCH PARK)**

BACKGROUND:

The owner of the property at 3500 University Blvd. is seeking approval for an encroachment permit that would allow a sign to be placed in the public way. The proposed sign is a monument style ground sign. The sign will cover 46 square feet of area within the right-of-way.

The sign permit application for the proposed sign has been reviewed by the Inspection Division and complies with all regulations regarding signage. The sign permit application is pending approval contingent on the approval of the encroachment permit.

Chapter 22.3(3) of the Ames Municipal Code requires approval of the Encroachment Permit Application by the Ames City Council before a permit can be issued. By signing the application, the Owner has agreed to hold harmless the City of Ames against any loss or liability as a result of the encroachment, to submit proof of insurance, and to pay a fee for the encroachment. The Owner also understands that this approval may be revoked at any time by the City Council. Upon receipt of proof of insurance, a payment of \$25.00, and Council approval, the Inspection Division will issue a permit for the encroachment.

ALTERNATIVES:

1. Approve the application allowing the applicant to erect the sign once the permit has been issued.
2. Modify the application allowing the applicant to erect the sign, with modifications, once the permit has been issued.
3. Deny the application prohibiting the applicant from placing the proposed sign within the public way.

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 sign.



515 Clark Avenue
Ames, IA 50010
515.239.5153 Phone
515.239.5261 Fax

ENCROACHMENT PERMIT APPLICATION/AGREEMENT

Address of Encroachment: 3500 UNIVERSITY BLVD

Type of Encroachment: GROUND SIGN

Total Square Feet of the Area to Encroach: 141 → 46 (See attached submittal guidelines)

Applicant is: Property Owner Tenant Contractor

Applicant Name: ISU Research Park Phone: 515-296-7275

Mailing Address: 1805 Collaboration Place, Ste. 1250 Email: neaster@ias.tate.edu

Property Owner Name: SAME AS APPLICANT

Phone: SAME Mailing Address: SAME

By signing this application, the Building Owner agrees to the following conditions, upon approval:

1. The Owners do hereby indemnify and hold harmless the City of Ames, its officers and employees, against any loss or liability whatsoever made by any and all persons whomsoever, resulting from or arising out of the location and maintenance of the encroachment.
2. The Owners shall submit and maintain, through the period of the encroachment, comprehensive general liability insurance coverage in the amount of not less than \$500,000 combined single limit and a current copy of Endorsement CG 2013, naming the City of Ames and its employees and assigns, as an additional insured on the policy. The Owner will supply the City Clerk's Office annually with a current copy of the insurance and the endorsement.
3. The City Council may revoke the permit at any time.
4. This agreement shall run with the land and be binding upon the successors and assignees of the parties hereto.
5. The Owners shall notify the City Clerk at the time that the encroachment ceases to exist, or before making any modification to the encroachment.
6. The encroachment will be built and erected in the same manner as shown on the attached sketch.
7. To pay a one-time encroachment fee of \$25 or \$1 for every square foot that encroaches, whichever is larger.

Property Owner Signature [Signature] Date 4/25/17

FOR OFFICE USE

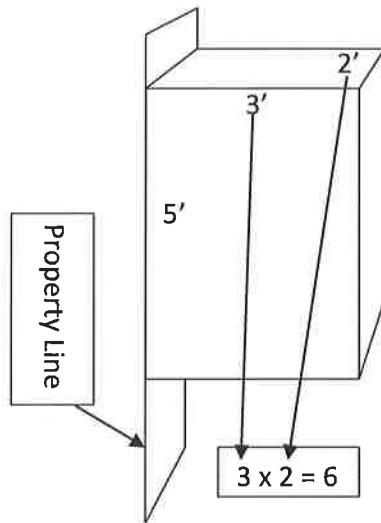
- | | |
|---|--|
| <input type="checkbox"/> Fee Received | <input type="checkbox"/> Sketch of Encroachment Received |
| <input type="checkbox"/> Insurance Received | <input type="checkbox"/> Approved by City Council on |
| <input type="checkbox"/> Insurance Approved by HR | Date: _____ |

Approved by: _____ Date: _____ Permit No: _____

ENCROACHMENT PERMIT SUBMITTAL GUIDELINES

The following documents are needed upon application:

1. Encroachment Permit Application/Agreement, including property owner's signature
2. Dimensioned sketch/drawing of proposed encroachment and location of encroachment
-The total square feet of area to encroach as referenced on the application should be calculated by multiplying the length (3) x width (2) = 6 square feet. This will determine the area that is in the public way. It is not necessary to calculate height (5' - the vertical dimension). Please see the diagram below:

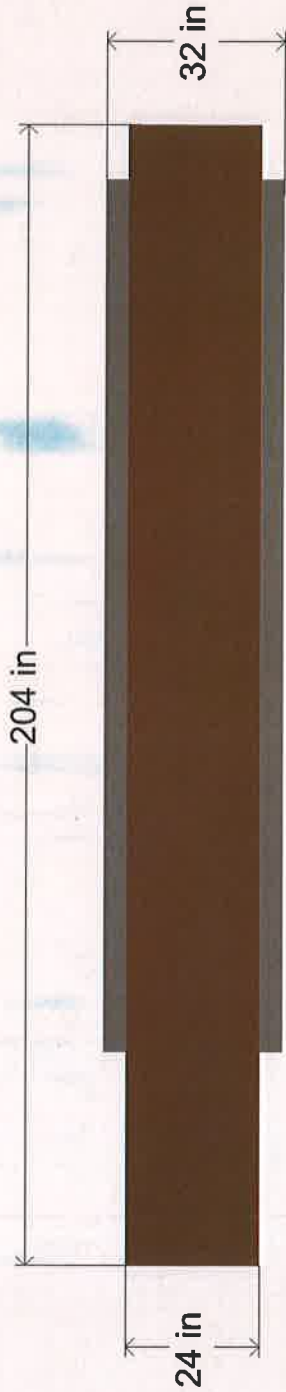


The following documents are needed before final approval of the application:

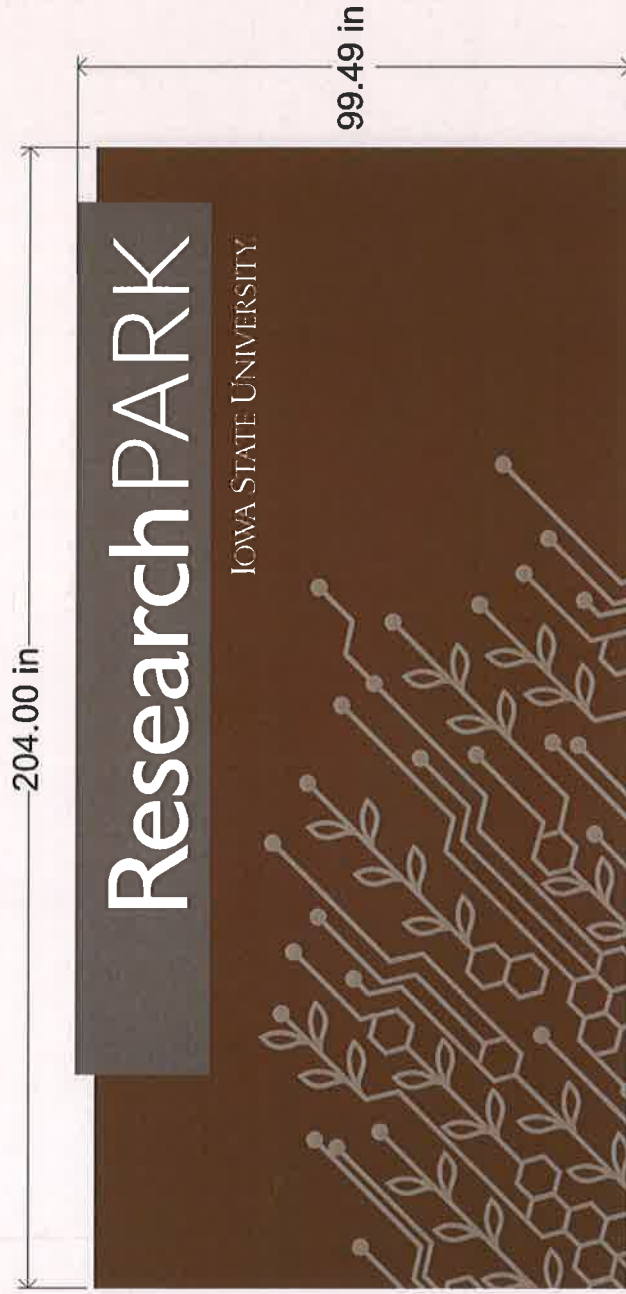
1. Application fee of \$25 or \$1 for every square foot that encroaches, whichever is larger
2. Comprehensive general liability insurance coverage in the amount of not less than \$500,000 combined single limit and a current copy of Endorsement CG 2013, naming the City of Ames and its employees and assigns, as an additional insured on the policy.

ADDITIONAL INFORMATION

1. If the encroachment is a sign or a structure, it may require additional permits.
2. City Council approval is needed in order to approve the application. This application will be placed on the next City Council consent agenda.
3. Proof of insurance may be submitted at any time before final approval. The applicant may want to confirm City Council approval before adding additional insurance to their policy.
4. Once all documents have been received and approved, a permit will be issued and sent to the property owner.
5. The property owner is required to send an updated copy of their insurance to the City Clerk's Office annually. Failure to do so may result in revocation of the encroachment permit.



Top View



Gateway Sign Type B3

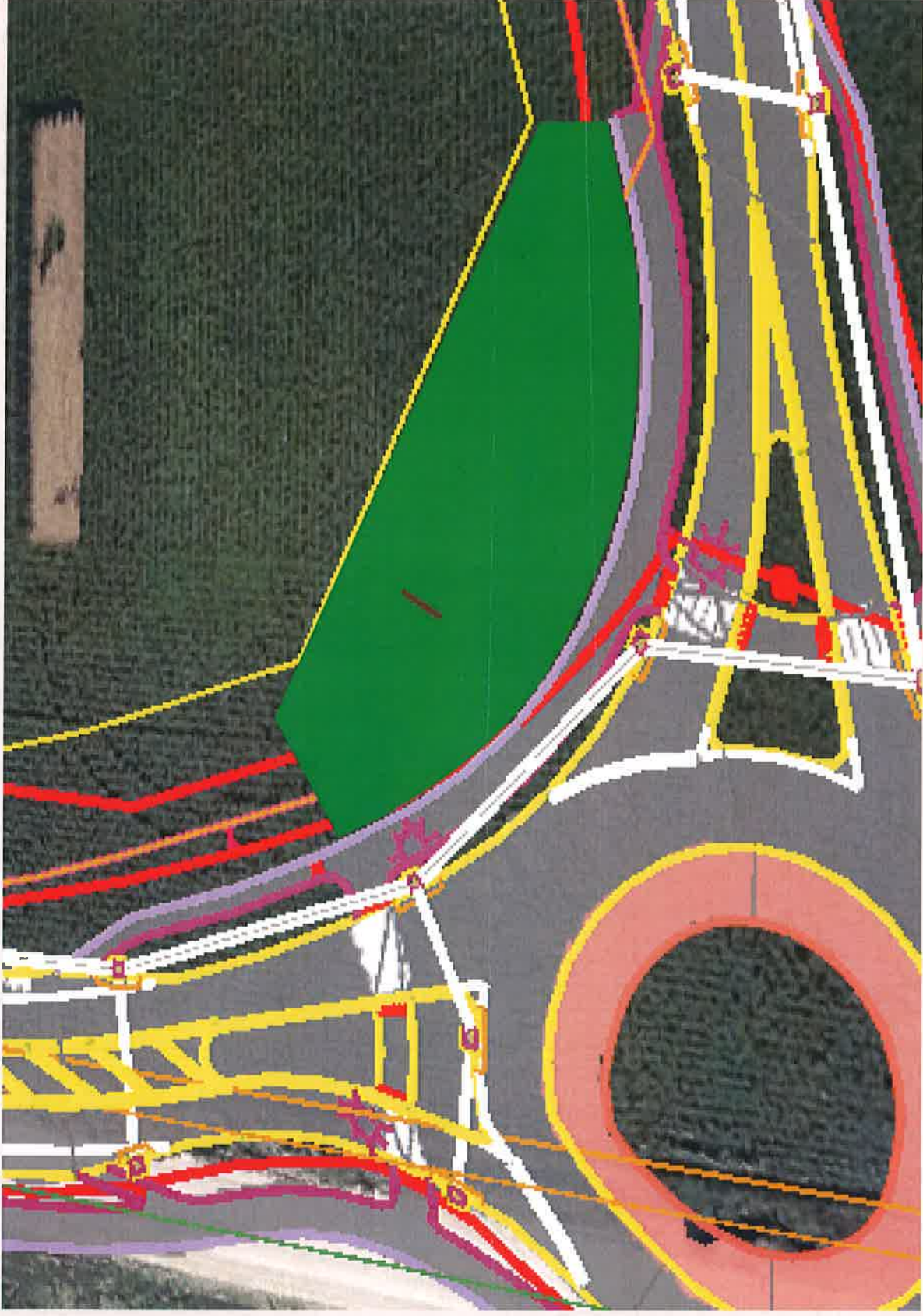
First Class Signs

720 EAST LINCOLN WAY, AMES, IA 50010 | 515-232-4738 | FIRSTCLASSSIGNS.NET



NE Corner: Collaboration Dr & University Blvd

Contact: Scott Tanner
Email: scott@firstclasssigns.net



NE Corner: Collaboration Dr & University Blvd