

**COUNCIL ACTION FORM**

**SUBJECT: ENCROACHMENT PERMIT FOR SIGN ON BUILDING AT 400 MAIN STREET**

**BACKGROUND:**

ReMax Precision is seeking approval to attach a sign to its building that will encroach over the right of way. The building is located at 400 Main Street. The sign is 10.5 inches in height and 131.76 inches in width, for a total of 9.61 square feet.

Chapter 22.3(3) of the *Ames Municipal Code* requires approval of an Encroachment Permit Agreement by the City Council before the Permit can be issued. By signing the Agreement, the applicant and owner agree to hold harmless the City of Ames against any loss or liability as a result of the encroachment, to submit a certificate of liability insurance that protects the City in case of an accident, and to pay the fee for the Encroachment Permit. The applicant and owner also understand that this approval may be revoked at any time by the City Council.

The fee for this permit was calculated at \$25, and the full amount has been received by the City Clerk's Office along with the certificate of liability insurance. The Encroachment Permit application is attached.

**ALTERNATIVES:**

1. Approve the Encroachment Permit for a sign at 400 Main Street.
2. Deny the request.

**CITY MANAGER'S RECOMMENDED ACTION:**

The proposed encroachment conforms to the requirements of Municipal Code. The permit application, fee, and certificate of liability insurance have been received and are in order.

It is therefore the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.



For Office Use Only

Documents Received

Date: 6-29-21

- Completed Application
- Certificate of Inspections

sent to PW, PAH, Building

Official on Rec'd 6-30-21

Review by DRC needed?

sent 6-29-21

Fees

Fee Amount #25 requested 7-1-21

Date Fee Paid

Insurance

Received 6-29-21

Approved 7-1-21

Agreement

Two originals prepared

Signed agreements returned

QC Meeting Date 7-13-21

Added to agenda

CAF prepared on T Drive

Follow Up

Application approved

Agreement signed by Mayor

Letter prepared and sent to applicant

Clerk's copy of Agreement sent to Recorder

Add to FMS with insurance expiration date

Notes

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# ENCROACHMENT PERMIT APPLICATION

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."

Applicant is:  Property Owner  Tenant  Contractor

Applicant Name ReMax Precision

Address of Encroachment 400 Main St

City Ames State IA Zip Code 50010

Type of Encroachment: Sign

(If the encroachment is a sign, please apply for a sign permit through the Inspections Division.)

Total Square Feet of the Area to Encroach: \_\_\_\_\_

(See attached submittal guidelines.)

Property Owner Name Randy Pyle

Mailing Address ~~400 Main St~~ PO Box 247

City Ames State IA Zip Code 50010

Daytime Phone \_\_\_\_\_ Cell Phone 808-375-5035

E-mail: rdpyle@icloud.com

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

- 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).
- A sketch of the encroaching item (i.e., sign, canopy, awning, etc.) drawn to scale.
- A sketch showing the placement of the encroaching item on the property.
- 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.
- 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 [Signature] Date 6/29/2021

Property Owner's Signature [Signature] Date 6/29/2021

Submit your completed permit application to: [renee.hall@cityofames.org](mailto:renee.hall@cityofames.org)  
City of Ames  
City Clerk's Office  
PO Box 811  
Ames, IA 50010

Job Number: \_\_\_\_\_

Customer Contact: \_\_\_\_\_

Sales Rep: **Eric Johnston**

Designer: **Katelin Kelly-Pritchard**

Custom Art For: Remax precision- Ames

Proof Date: 6/28/21

Version: 1



10.5 in <sup>131.76 in</sup>  
**RE/MAX-PRECISION**



**Please Read Carefully:** PROOF REVIEWER WILL BE RESPONSIBLE FOR FINDING ALL ERRORS AT THE PROOFING STAGE. ONCE A PROOF HAS BEEN APPROVED, WE CONSIDER IT READY FOR PRINT. ANY ARTWORK, COPY AND/OR LAYOUT ERRORS DISCOVERED AFTER PRINTING, WILL BE THE PROOF REVIEWERS RESPONSIBILITY. **PLEASE DO NOT APPROVE THIS PROOF IF THERE ARE ANY ERRORS. THANK YOU!**



**Order Details:**  
Building Sign

**CUSTOMER CHECKLIST**

- Quantity
- Colors
- Spelling

**NOT APPROVED** Please Annotate Changes Above

**APPROVED BY:** \_\_\_\_\_

By signing you confirm the design show is satisfactory and hereby accepted. All names and spelling are correct. Signarama is authorized to do the work as specified. Any changes made after the approved will be charged for. This design and drawing submitted for your review and approval are the exclusive property of Signarama. It may not be re-produced, copied, exhibited or utilized for any purpose, in part or whole without the written consent of Signarama.

**CERTIFICATE OF INSPECTIONS  
New Encroachment Permit**

Please return to the City Clerk's Office by 7-8-21

City Council Action has been requested on 7-13-21

Applicant ReMax Precision


Phone No. \_\_\_\_\_

Location 400 Main St

Type of Encroachment Sign 10.5" T x 131.76" W = 9.61 sq ft.

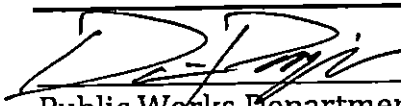
I HEREBY CERTIFY that the location for which the permit will be issued conforms with all zoning regulations of the City of Ames.

N/A       Approved       Approved with the following conditions:

      6-30-21  
Planning Department      Date

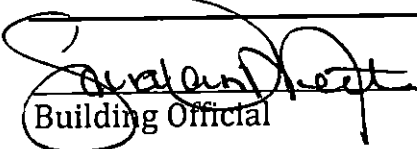
I HEREBY CERTIFY no rights-of-way users will be impacted at the location for which the permit will be issued.

N/A       Approved       Approved with the following conditions:

      6/30/2021  
Public Works Department      Date

I HEREBY CERTIFY that the requested encroachment permit has been reviewed.

N/A       Approved       Approved with the following conditions:

      6/30/21  
Building Official      Date

Review by DRC Needed?