



**REVOCABLE OCCUPANCY / STREET PRIVILEGE PERMIT APPLICATION**

**City of La Crosse Engineering Department**

Phone: 608-789-7505 Email: [engineering@cityoflacrosse.org](mailto:engineering@cityoflacrosse.org) <http://cityoflacrosse.org>

Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Application Preparer (if different from above) \_\_\_\_\_  
Relationship with Owner: \_\_\_\_\_  
Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

**Description of Proposed Encroachment:**

**Encroachment Address(es):**

**Benefiting Tax Parcel ID #(s):**

I certify that I have reviewed the Municipal Code and understand all that is related to this permit request. I further certify that I have the full authority to make the foregoing application; the information in the application and the required submittals are complete and correct; the Work or Use performed shall comply with all the laws of the State of Wisconsin, and all ordinances, rules, regulations, policies and special conditions of the City of La Crosse. The applicant agrees to perform the work covered by an approved permit with diligence and convenience to the public.

Signature of Owner : \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name and Title: \_\_\_\_\_

Please return this completed application along with required information and fees noted on checklist below to: City of La Crosse, Engineering Department, 400 La Crosse Street, La Crosse, WI 54601. You will then be given notice of when your request will be on the Board of Public Works agenda for consideration. Once approved an agreement document will be drafted by City and sent to Owner for signatures. Permit will then be valid once recorded with the County's Register of Deeds department. Applicant shall obtain all other necessary permits as required by City Departments. **Average completion time for validation 45 days.**

**BELOW THIS LINE TO BE COMPLETED BY CITY STAFF ONLY**

**Required items to be provided by Applicant:**

- Scale Drawing of encroachment on letter size paper(s)
- Legal Description of benefiting parcel(s)
- Certificate of Insurance (City as additional Insured)
- Initial Application / Annual Fee \$ \_\_\_\_\_
- City Utility Potential Conflict Notification and Sign-Off

**Board of Public Works  
Approval Date:**

**Encroachment Type:**

**Permit Number:**

**All Fees are Non-Refundable & Subject to change by City Council**



**CITY OF LA CROSSE  
ENGINEERING DEPARTMENT  
400 LA CROSSE ST  
LA CROSSE, WI 54601-3396  
PHONE: 608-789-7505**

Email: [Engineering@cityoflacrosse.org](mailto:Engineering@cityoflacrosse.org)

**Revocable Occupancy Street Privilege Permit Factsheet**

See Municipal Code Sec. 40-106 for complete information

- When is a permit needed?
  - Anytime there is a long term (Over 89 days) Encroachment into City's Right of Way
- Cost
  - Most encroachments are \$100 initial fee plus \$50 annual renewal fee or as modified by City Council.
  - Off-premise Signs, News boxes, Vending machines and boathouse fees vary.
  - Telecommunications company fees vary.
- Application Process averages 45 days for approval.
- Bond
  - Bonds may be required as directed by the Board of Public Works
- Insurance
  - Must Carry Minimum Liability and Contractual Liability Insurance in the amount of \$100,000.00 each person, \$300,000.00 each accident for bodily injury and \$100,000.00 for property damage for the duration of the permit and file annually with the City of La Crosse Engineering Department.
  - Insurance must name the City of La Crosse as additional insured.
- Misc.
  - Must comply with Municipal Code Sec. 40-106.
  - All Street privilege permits expire January 1<sup>st</sup> each year and must be renewed with annual fee, renewal form and updated insurance.
  - Permittee is obligated to remove encroachment upon ten days' notice by the City of La Crosse for any reason.
- Procedure to obtain permit:
  - Submit application, initial fee, insurance certificate, legal description of benefiting property and scale drawing of encroachment
  - Obtain Board of Public Works approval (may require your appearance for explanation of reason for encroachment).