



Annual Application Fee: \$5.00

Public Right of Way Application

Applicant(s) Name: _____

Business Name: _____

Mailing Address: _____

Business Address: _____

Business Hours: _____

Home Phone: _____ Work Phone: _____

Email Address: _____

Describe the items you wish to display and/or include photos of the items. (Please attach a sketch showing the placement of all items in the PROW as they relate to the street, building, hydrants, utility poles, etc.)

Display timeframe (dates & time):

*If you make any changes to your PROW Application (quantity of signs, style, type of merchandise, addition of outdoor dining, change of dates, etc.) You must submit an additional application. You will not have to pay an additional fee.

***For outdoor dining, please complete and submit Attachment A with application.**

Attachment A: Outdoor Dining Checklist

Signature of Applicant

Date

Signature of MS PROW

Date

Signature of City Engineer

Date

Complete applications and deposits are to be delivered to:

Main Street Marshfield, Inc.
info@mainstreetmarshfield.com | (715) 387-3299
139 South Central Avenue | Marshfield, WI 54449

All outdoor dining applications must be reviewed and approved by the Board of Public Works. The Board of Public Works (BPW) shall set conditions for any Outdoor Dining Area upon review of a completed application. The BPW shall approve, deny, or approve with conditions, the request based on an analysis of the following and may prohibit certain provisions or set limits based on the proposed location of the Outdoor Dining Area (please check the box if you understand the provision:

- Alcoholic beverages may be permitted within the outdoor dining area provided the liquor license is properly amended.
 - a. Do you plan on serving alcohol?
 Yes No
 - b. If approved, alcohol may only be consumed within the dining area and may only be served in non-breakable containers such as cans or plastic containers. The BPW may limit alcohol to only be permitted when food is served concurrently.
- Enhancements may remain in the outdoor dining area through the duration of the outdoor dining area use in a given year provided the Applicant is able to anchor or lock the furniture away and demonstrate to the BPW that the Enhancements will not become a hazard to the public. All tables and chairs shall be kept in a clean and sanitary condition.
 - a. Do you plan on leaving the enhancements out during non-business hours?
 Yes No
 - b. Are you able to secure the enhancements from theft or wind?
 Yes No
- The dining area shall be designated as a "No Smoking" area.
 - a. Will you provide signage indicating the outdoor dining area is "No Smoking"?
 Yes No
- Any music or entertainment shall meet the requirements of the noise ordinance.
 - a. Do you plan on having music in the outdoor dining area?
 Yes No
- Patron seating and service will be limited to area defined by specified boundaries approved by the Board of Public Works. The Applicant is able to clearly define the outdoor dining area with an appropriate barrier as defined by the Board of Public Works.
 - a. Are you able to provide a proper border?
 Yes No
 - b. On a separate page, please identify the materials you will be using for a border (include a sketch or possible photos of other examples).
- The outdoor dining area shall be closed by 10:00 pm daily or a time determined by the BPW.
 - a. Will the outdoor dining area be closed by 10:00 pm?
 Yes No - If not, please list the time you are requesting to close: _____
- The outdoor dining area shall be properly lit when in use.
 - a. Are you able to property light the outdoor dining area?
 Yes No
- A certificate of liability is required with the liquor license amendment in the amount of \$100,000 or amount determined by the BPW.
 - a. Are you able to provide a certificate of liability insurance?
 Yes No

Please review City of Marshfield Public Works Policy 5.080 (PROW) for any additional requirements or approval procedures. The policy is available at the Main Street office or on the City website under policies at: http://ci.marshfield.wi.us/staff/public_works.php.