Four Seasons of Fun

TOWN ADMINISTRATOR/CLERK

129 Nancy Crawford Blvd ● Oak Creek, CO 80467 ● 970-736-2422 ●townofoakcreek.com

REVOCABLE PERMIT APPLICATION CHECKLIST

A Revocable Permit allows a property owner to use Town property adjacent to their property for uses benefitting the property. Revocable Permits are issued for temporary purposes, such as the placement of a dumpster or construction equipment. Revocable Permits are also issued for sidewalk seating, planters and landscaping, stairs and ramps, projecting signs, awnings and cornices above public property (such as above sidewalks and roads). Revocable Permits are also required when placing monitoring well(s) and utility conduits below, above or at-grade within Town owned property.

Licensees seeking a Revocable Permit in the Town of Oak Creek need to submit all of the materials listed below to the Town Administrator/Clerk's Office no later than **30 days** prior to the first day when the use of Town property is requested to occur. Applicants must request a specific time period for the use.

Once the application is deemed complete by the Town Administrator/Clerk's Office, the application will go before the Town Board for consideration to approve.

The following documents must be submitted for a permit application to be complete:

	Revocable Permit Application materials required:
☐ ✓	Brief written description of why a revocable permit is requested and for what period of time.
N/A ☐	Written, dated and signed approval of property owner supporting the revocable permit request.
☐ ✓	A Scaled Site Plan showing all surrounding elements and dimensions on plan including signs, trees/plantings, benches, tables, etc. Show all proposed building attachments. Show property lines and area (square footage) of requested Town property to be used. Show where equipment and dumpster(s) will be located.
☐ N/A	Elevation plan showing building and proposed height of encroachments. Include encroachments for personal property such as chairs, table and planters. Show height clearance for any building mounted encroachment such as projecting signs, awnings, cornices and similar projections. Show details, e.g. railings, attachments, supports and similar details.
☐ N/A	For projecting sign encroachments applications must: 1) Show any other projecting sign within 25'; 2) Include building attachment details; 3) Show building frontage with proposed projecting sign; 4) Include sign dimensions and the sign calculations for all existing exterior signs on building; 5) Provide an approved Sign permit (required).
N/A ☐	For awning encroachments applicants must: 1) Include all attachment details, e.g. walls and ground; 2) Provide an approved Sign permit for any sign to be displayed on the awning (required).
☐	$50.00 application fee paid to the Town

Upon approval, and prior to the issuance of a Revocable Permit, Licensees shall furnish the Town Administrator/Clerk a certificate of insurance evidencing liability insurance with combined single limits of $1,000,000 each occurrence and $2,000,000 aggregate, include the Town, its officers and its employees, as additional insured, provide that insurance may not be cancelled except upon no less than thirty (30) days written notice to the Town, and provide that the policy is primary coverage and non-contributory for the Town.