



**APPLICATION FOR SIDEWALK RETAILING PERMIT**

- 1. **APPLICANT'S NAME:** \_\_\_\_\_
- 2. **ADDRESS:** \_\_\_\_\_  
STREET APT # CITY ZIP CODE
- 3. **PHONE NUMBER:** \_\_\_\_\_ **Email address:** \_\_\_\_\_
- 4. **NAME OF BUSINESS:** \_\_\_\_\_
- 5. **BUSINESS ADDRESS:** \_\_\_\_\_
- 6. **RESTRICTIONS:**

Applicant acknowledges that its commercial use of the city sidewalk is subject to the rules established by the City Manager and may take place from 9:00 a.m. to 9:00 p.m. March 1 through October 31.

**7. INSURANCE:**

Applicant states that a certificate of insurance is attached that meets City requirements.

**8. INDEMNIFICATION AGREEMENT:**

The applicant agrees to:  
pay on behalf of the City all sums which the City shall be obligated to pay by reason of any liability imposed upon the city for damages of any kind resulting from use of public property and the public right of way, whether sustained by any person or person, caused by accident or otherwise and shall defend at its own expense and on behalf of the City any claim against the City arising out of the use of public property and the public right of way.

**9. AUTHORITY TO SIGN:**

The person signing this application acknowledges that he or she has the authority to act on behalf of the business or business entity that is requesting the permit.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Applicant:** Return completed application to:

City Clerk's Office  
City of Iowa City  
410 E. Washington Street  
Iowa City, IA 52240

Any questions can be directed to the City Clerk's office at 319-356-5042.

**PERMIT GRANTED**

\_\_\_\_\_  
City Manager or designee

\_\_\_\_\_  
Date

## **Sidewalk Retailing**

Ordinance No. 18-4771 provides that a Sidewalk Retailing Permit may be issued to individual retailers allowing placement of merchandise on the sidewalk. This permit will be in effect from March 1 through October 31, from 9:00 am to 9:00 pm. Under this provision, a permit may be issued to any individual retailer who completes the application, provides proof of liability insurance naming the City as an additional insured, and abides by the rules for sidewalk retailing established by the City Manager.

All applicants must provide proof of insurance to the City if they elect to participate. Insurance requirements are as follows:

Comprehensive General Liability Insurance with limits no less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The policy shall name the City of Iowa City as an Additional Insured and require 30 days written notice of cancellation.

### **Rules for sidewalk retailing as established by the City Manager:**

1. No food or drink may be sold or provided.
2. All signs must conform to the City sign ordinance.
3. No tents or umbrellas.
4. The merchandise displayed may not cover more than 32 square feet of the right-of-way.
5. No table, clothes rack, or other object may be closer to the street than four feet.
6. The business must allow at least four feet of unobstructed sidewalk.
7. No amplified sound is permitted.
8. The goods and services sold must be identical to goods and services sold inside a retail establishment (e.g., a shoe store may not sell cellular phone plans).
9. All tables, clothes racks, and other objects must be removed by 9:00 p.m. and may not be placed on the sidewalk before 9:00 a.m.
10. The City has three (3) working days to grant (or deny) the permit.
11. This permit is valid from March 1 through October 31 of the current calendar year.
12. The business must obtain liability insurance that meets the requirements as set forth by the City.