

1. Insurance Requirements

- a. Insurance can be purchased through any agent.
- b. Request “Event” or “Special Event” coverage.
- c. Insurance cost is around \$500, but can vary by insurance company.
- d. Neighborhood Associations or other organizations may be good partners and already have needed coverage.

2. Removal Costs

- a. Removal can be completed by the applicant to save costs.
- b. Removal costs will depend on the size of the art. If removal is contracted by the City, the applicant may be charged a minimum of \$2,000.

3. Permits

- a. Right-of-Way – \$40 and obtained through Engineering.
 - i. A Detour Plan may be needed.
 - ii. A Signage Plan may be needed to show proper barricades and Road Closure sign placement.
 - iii. Engineering will share a Street Closure report to necessary agencies.
- b. Special Event Permit – \$ 60 and obtained through Parks.
 - i. If you will have 100 or more people participating an event permit will be needed.

4. Timelines

- a. Engineering will review applications within two weeks of submittal date.
- b. Applications meeting all criteria and approved by engineering will be scheduled at the next available Council meeting for Council approval. This can add up to two weeks to the timeline.
- c. If approved by Council, submit all applicable items for a Right of Way Permit. Approval of the permit can take up to 72 hours.
- d. If a Special Event Permit is needed, approval can take up to 60 days. Remember, this is only needed if 100 or more people will be participating.