



January 19, 2012

City of Ann Arbor
100 North Fifth Avenue,
PO Box 8647,
Ann Arbor, MI 48107-8647

As requested at the Mayors Art Fair Committee, here is our application for street closings for the 2012 Art Fair, in order for your office to send the Art Fair Street Closing Resolution to City Council.

As usual confirmation of the Joint Art Fair umbrella insurance coverage will be forwarded to you upon receipt..

If after examination of attached documentation you require any further information please let me know.

Thank you as always for your courteous attention to our requests.

Sincerely,

A handwritten signature in cursive script that reads 'Maggie Ladd'.

Maggie Ladd,
Executive Director,
South University Area Association.



January 19, 2012

Attachment to Sidewalk/Street Occupancy Permit

Dates and Times

1. **Street closures and sidewalk permits are requested to begin on Tuesday July 17th 2012 at 7 AM and continue through Sunday, July 22th, 2012 ending at 7:00am.**

Street Closures

South University Avenue from Tappan to Washtenaw, East University from Willard Street to South University Avenue, and Church Street from Willard Street to the entrance of the University of Michigan Church Street parking structure.

Sidewalk Permits

South University Avenue

The North side of South University Avenue from Tappan to Washtenaw.
The South side of South University Avenue from Tappan to Washtenaw

East University

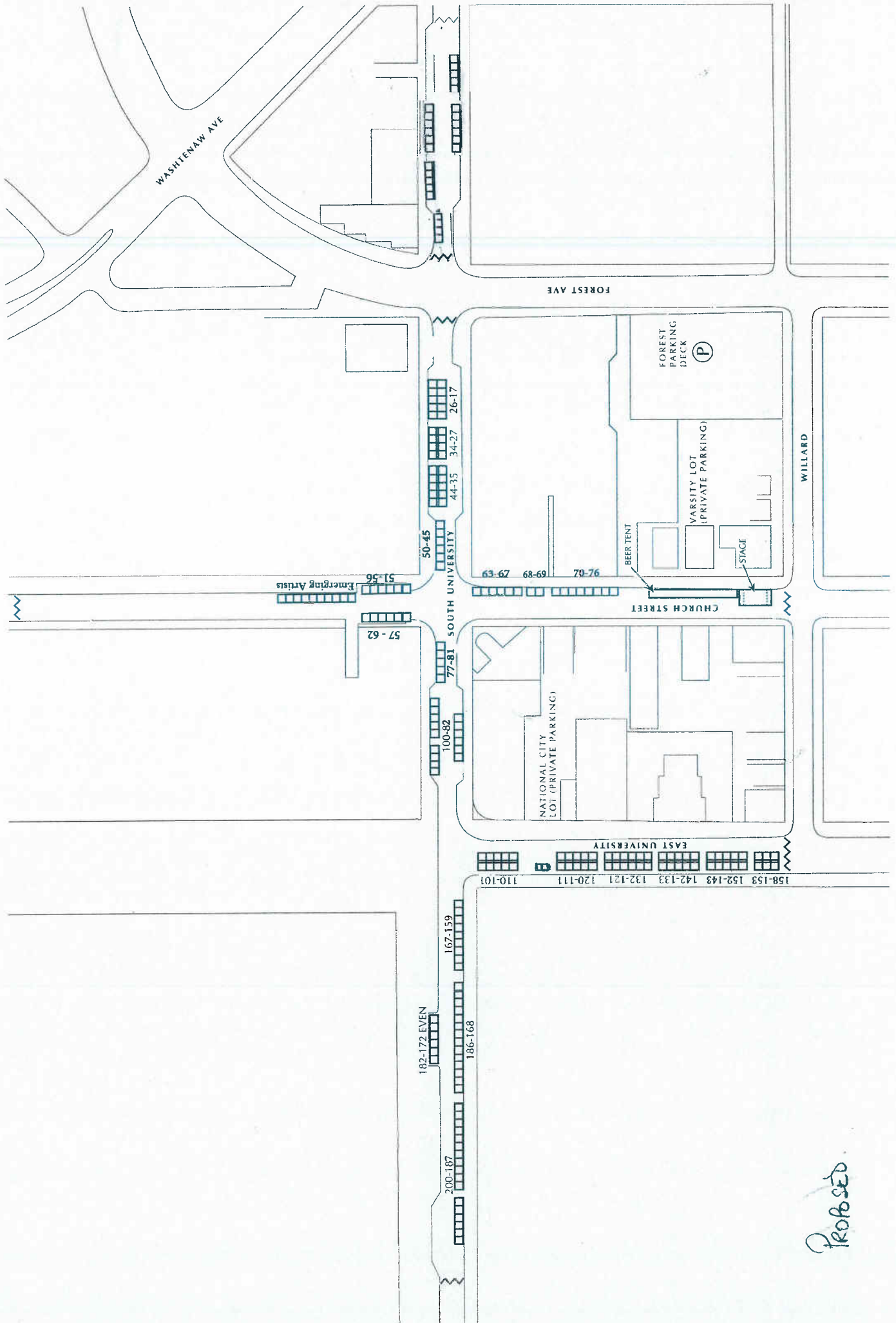
Both sides of East University from South University Avenue to Willard Street.

Church Street

The West Side of Church Street from the corner of Church and Willard Streets to the end of TCF Bank building on North Church Street.

The East Side of Church Street from the corner of Church and Willard Streets to the University of Michigan Church Street parking structure.

See attached map



Proposed



City of Ann Arbor

PLANNING & DEVELOPMENT SERVICES — CONSTRUCTION SERVICES

Mailing: 100 North Fifth Avenue | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647

Location: 2000 South Industrial Highway | Ann Arbor, Michigan 48104-6120

p. 734.794.6263 | f. 734.994.8460 | building@a2gov.org

Date Received: _____

APPLICATION FOR PERMIT FOR SIDEWALK OCCUPANCY

NOTE: Written notice must be provided to the business directly adjacent to the sidewalk area to be occupied. Liability insurance is also required.

- Name of Individual/Business: SOUTH UNIVERSITY AREA ASSOCIATION
 - Individual/Business Address: PO BOX 4525 ANN ARBOR State: MI Zip: 48106-4525
 - Name of Applicant: AS ABOVE
 Address of Applicant: _____ State: _____ Zip: _____
 Phone No(s): 734-643-5300 Fax No: _____
 Email: southua@gmail.com Liquor Lic.# (if applicable): NO
 - Address of Sidewalk Occupancy: SEE MAP
 - Purpose of Sidewalk Occupancy: ANN ARBOR ART FAIR
6. Dates of Occupancy: JULY 17 - JULY 22, 2012
7. Area of Occupancy (Square Feet): _____

Margaret Ladd
Applicant's Signature

1/19/2012
Date

OFFICE USE ONLY	
Sidewalk Use Fee _____	Insurance Certificate on File: <input type="checkbox"/> Yes <input type="checkbox"/> No
Total _____	Insurance Expiration Date: _____
Date Paid _____	Adjacent Property Owner Permission Slip Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Approval from Like Businesses: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Outdoor Liquor Service: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Permit No. _____
<p>_____ City Authorization Signature</p> <p>_____ Date</p>	

PLEASE RETURN BY MAIL TO: Community Services Permit Desk, City of Ann Arbor, City Hall
100 N. Fifth Avenue, P.O. Box 8647, Ann Arbor, MI 48107-8647

OR IN PERSON TO: 2000 South Industrial Highway, Ann Arbor, MI 48104-6120

By Council Resolution.



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SIDEWALK OCCUPANCY SUBMITTALS

When applying for a Sidewalk Occupancy permit to the Community Services Permit Desk, the following items must be included:

- Picture (digital, Polaroid, or any other) of the location to be occupied including any equipment/apparatus used in conjunction with the event.
- Health Dept. Certificate (if selling food items not pre-packaged)
- Completed application
- Notification Form (unless in front of your own business)
- Liability Insurance
- Must maintain 6 foot wide clearance on sidewalk
- Approval from business within 75 feet of desired location selling like items. Applicant must receive approval from any and all businesses within 75 feet of desired location that sell comparable items.

Please check the following boxes to acknowledge the understanding of the listed items:


- No cart or items in connection with the cart shall be left on the sidewalk overnight, or for a 24-hour period.
- No cart shall be affixed to any stationary object (light pole, parking meter, traffic control device, etc.)
- No person shall use a motorized generator in connection with sidewalk occupancy activities.
- No person shall drive a motorized vehicle upon or within any sidewalk area for any purpose including, but not limited to, placing the cart of any other apparatus used in connection with the sidewalk occupancy or to remove the cart.
- I have read and understand the provisions of Chapter 47.

PLEASE NOTE: Failure to submit all required items may result in delays in processing your application.

PERMITS WITHIN THE BOUNDARIES LISTED BELOW WILL BE CONSIDERED INVALID DURING THE TIMES OF SAID EVENTS:

1. Ann Arbor Art Fair
2. Ann Arbor Summer Festival;
3. Any Main Street Area Association sponsored event

SIGNATURES FOR ACKNOWLEDGEMENT OF COMPLETENESS:

 Signature of Applicant	MARGARET LADD Print Name	 Date
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By Council Resolution



NOTICE
Of Intent to Occupy Sidewalk

I, _____ hereby notify _____
(Applicant) (Business Name/Occupant)
of my intention to occupy sidewalk in front of _____
(Address)
for the purpose of selling _____
(Items)
My stand/table will occupy _____ square feet of space beginning _____
(Area) (Starting Date)
and ending _____
(Ending Date)

Pursuant to Section 4:14(2) this permit cannot be issued until the owner(s) or authorized agent(s) of this business or property have been notified of my intentions. Objections to the issuance of this permit must be based on terms and conditions set forth in Section 4:14(1) of Chapter 47, Title IV, of the Code of the City of Ann Arbor.

[] I object [] I have no objections to the issuance of this permit.

Owner/Manager/Address _____ Date _____

If you object, please state your reasons: _____

I have personally attempted to serve notice on _____
(Business Name/Occupant)

at _____ and have been unable to complete service because
(Address)

Signature of Applicant _____ Date _____