



OBSTRUCTION AND ENCROACHMENTS PERMIT

Altoona Police Department * (715) - 839 - 6090
1904 Spooner Ave, Altoona WI 54720

Chapter 12.20

Information

Full Name :


Address :

Phone :


Email :

Placement Location :

Dates/
Duration :

 Permit is valid for up to 30 days. If a longer period of time is required, another permit must be submitted for approval.

Dumpster Company :

 If space is available on private property, yard, or driveway the obstruction must be placed at that location. If this is not possible, explain the reasoning below.

Administrative Use

Request Approved

Request Denied

50\$ Fee Received

 Proof of Permit must be placed on the front of the obstruction or anywhere clearly visible for the duration of the placement.

Please review all sections of Ordinance Chapter 12.20 Obstructions and Encroachments below before submitting this form.

 Completed forms can be submitted to khamm@altoona-wi.gov

Chapter 12.20

OBSTRUCTIONS AND ENCROACHMENTS

Sections:

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12.20.010 Obstructions and encroachments prohibited where.

No person shall encroach upon or in any way obstruct or encumber any street, alley, sidewalk, public grounds or land dedicated to public use, or any part thereof, or permit such encroachment or encumbrance to be placed or remain on any public way except as provided in Section 12.20.020. Such prohibitions shall include, but not be limited to, the placement of snow upon the above enumerated areas. (Part Ord 6B-24, 2024)Ord. 1C-96, 1996: prior code § 6.04(1))

12.20.020 Exceptions to applicability.

The prohibition of Section 12.20.010 shall not apply to the following:

- A. Signs or clocks attached to buildings which project not more than six feet from the face of such building and which do not extend below any point ten feet above the sidewalk, street or alley;
- B. Awnings which do not extend below any point seven feet above the sidewalk, street or alley;
- C. Public utility encroachments duly authorized by the state or the city council;
- D. Goods, wares, merchandise or fixtures being loaded or unloaded which do not extend more than three feet on the sidewalk, provided such goods, wares, etc., do not remain thereon for a period of more than two hours;
- E. Temporary encroachments or obstructions authorized by permit under subsection C;
- F. Excavations and openings permitted under Chapter 12.16. (Prior code § 6.04(2))
- G. Mobile Food Vendors permitted under Chapter 5.20 (Part Ord 6B-24, 2024)

12.20.030 Permit—Required when.

Permits for the use of the streets, alleys, sidewalks or other public ways or places of the city may be granted to applicants by the police department for the purpose of moving any building or structure or of encumbering the street, alley, sidewalk or way with materials, machinery, equipment (such as trailers), or containers (such as dumpsters or pods) necessary in and about the construction or demolition of any building or structure or other activity approved by the police department, provided such applicant has complied with the requirements of Sections 12.20.040 through 12.20.060 and has obtained a building permit if required. (Part Ord 6B-24, 2024)(Prior code § 6.04(3)(a))

12.20.040 Permit—Bond required.

At the discretion of the police department a bond may be required. If a bond is required, no street obstruction or encroachment permit shall be issued until the applicant shall execute and file with the city clerk a bond in an amount determined by the police department, conditioned that the applicant will indemnify and save harmless the city from all liability for accidents or damage caused by reason of operations under said permit and will remove such encumbrance upon termination of the operations and will leave the vacated premises in a clean and sanitary condition and repair any and all damage to the streets, alleys, sidewalks or public property of the city resulting from such building or moving operations.

Part Ord 6B-24, 2024, Ord.2B-06, 06. (Prior code § 6.04(3)(b))

12.20.050 Permit—Fee.

The fee for a street obstruction or encroachment permit shall be determined by the city of Altoona's abbreviated fee schedule found in Chapter 3.08. (Prior code § 6.04(3)(c))

12.20.060 Permit—Conditions of occupancy.

The permission to occupy or obstruct the streets, alleys, sidewalks or public grounds is intended only for use in connection with the actual erection, alteration, repair, removal or moving of buildings or structures, or other activity approved by the police department, and shall be given upon the following terms and conditions and subject to revocation without notice by the police department for violation thereof:

- A. Such temporary obstruction shall be placed so as to maintain safe two-way traffic at all times, as determined by the police department.
- B. Obstructions shall only be stored where parking is permitted.
- C. Obstructions shall be sufficiently lighted or marked so as to be in full view of the public from all directions.
- D. Sidewalk traffic shall not be interrupted, unless temporary sidewalks of not less than four feet in width guarded by a closed fence at least four feet high on both sides are maintained during the period of occupancy.
- E. The process of moving any building or structure shall be as continuous as practicable during all hours of the day and night.
- F. No building or structure shall be allowed to remain overnight on any street crossing or intersection or so near thereto as to prevent easy access to any fire hydrant.
- G. Buildings shall be moved only in accordance with the route prescribed by the police department.
- H. Upon termination of the work necessitating such obstruction, all parts of the streets, alleys, sidewalks or public grounds occupied under the permit shall be vacated, cleaned of all rubbish and obstructions and restored to the original condition at the expense of the permittee. Restorations must be completed within 30 days of termination of the permit. Restorations not completed within 30 days will be completed by the city, the city clerk shall enter the costs and expenses on the next annual tax roll as a special charge against the property, and such sum shall be levied and collected as special taxes against the real estate. (Part Ord 6B-24, 2024) (Prior code § 6.04(3)(d))

12.20.070 Permit—Termination.

All street obstruction or encroachment permits shall automatically terminate at the end date listed on the permit, but no longer than 30 days. (Part Ord 6B-24, 2024)(Prior code § 6.04(3))

12.20.080 Removal by city when—Costs.

In addition to any other penalty imposed, if the owner or permittee unlawfully obstructs a public way and refuses or neglect to remove such obstruction after notice from the police department to do so, it shall be the duty of the city to remove such obstruction and make return of the cost and expense thereof to the city clerk who shall enter such cost on the next annual tax roll as a special charge against the property abutting such obstructed public way and such sum shall be levied and collected as other special taxes against the real estate. (Part Ord 6B-24, 2024)(Prior code § 6.04(4))

12.20.090 Violation—Penalty.

If the city public right-of-way is used for storage without a permit, the item being stored is in violation of the ordinance and shall be subject to a double permit fee and/or a daily citation. The penalty for violation of any of the provisions of this chapter shall be as provided in Chapter 1.08. (Part Ord 6B-24, 2024)(Prior code § 6.04(5))