

LEASE APPLICATION

(See Reverse Side for Additional Information)

In addition to completing this form, the applicant must provide the following:

1. A dimensioned drawing of the land to be used. This drawing must include all existing improvements on city property, i.e. curb, sign, posts, fire hydrants, etc., and the location of the property line. Show the area (length and width) of City property to be leased.
2. Any other information requested by the Planning Department, and/or the Public Works Department necessary to evaluate the proposed use.
3. Application fee of \$100.00. (Fee not refundable.)
4. Bond (if required – see back)

Street Address of private property adjacent to leased property _____

Legal Description of the private property _____

Adjacent Private Property Owner/Applicant:

(Name) (Address) (Daytime Phone)

Description of Intended Use _____

If application is for Radio/Phone Tower complete the following:

Replacement of existing pole Y _____ N _____ If replacement, height of existing pole _____
Ground space required if greater than 3 Sq. Ft. _____ Pole height to top of antenna _____

Date Adjacent Private Property Owner/Applicant Signature

FOR OFFICE USE ONLY

PLANNING:

(_____) APPROVED
(_____) DENIED

Planning Director Date

CITY COUNCIL APPROVAL REQUIRED Y _____ N _____
APPROVED CITY COUNCIL RESOLUTION # _____
DATE PASSED _____

ANNUAL LEASE FEE \$ _____
DATE LEASE ESTABLISHED _____
BY _____ (FINANCE DEPT.)

PUBLIC WORKS:

(_____) APPROVED
(_____) DENIED

Public Works Director Date

(_____) DENIED

Other Applicable Director Date

Leases for private parking – Two weeks prior to the approval of a lease for private parking, the applicant must post a notice at the proposed site indicating that the application has been made to the city and that there is an opportunity to object to the lease, and where to make the objections. Objections to a proposed parking lease must be made in writing to the Planning Department within the two week period prior to the scheduled approval of the lease.

If a lease for private parking is approved, the lessee must provide at his/her expense:

- (a) Proper display of city supplied parking sign which indicates that the space is leased private parking and the lease number and expiration date. Signs are available from the Finance Department, Disbursement Division.
- (b) The parking surface must be paved with a minimum of 6" of concrete, 6" of asphalt, or brick and shall be outlined with a 4" wide yellow paint stripe. The existing curb shall not be removed unless a separate curb cut permit is obtained by the lessee.

Failure to maintain the sign or paving shall constitute a violation of the lease and may be cause for its cancellation.

Bond – (Use attached form) (Not required for private parking, fences, signs or awnings)
Every applicant for a lease shall file a bond with the Planning Department in the amount of \$10,000.00 or in an amount otherwise required by the mayor or city council.

Insurance – Every applicant for a lease for signs, awnings or commercial purposes shall provide proof of insurance in the amount of \$500,000.00. Such coverage will name the City of Omaha as an additional insured, and shall provide that it cannot be cancelled until ten (10) days' written notice of such cancellation shall have been filed with the city clerk. Any termination or lapse of such insurance will automatically revoke any lease issued under this division.

PLEASE NOTE: The lessee is responsible for returning the sidewalk or public way to its condition prior to the initiation of the lease. Also, this lease may be terminated upon 30 days notice by either party.

Lease Agreement: The applicant must sign the lease document and return it with the application. If the lease is approved, the lessee will receive a copy of the lease which has been signed by the City and the lessee.

(Rev. 5/11)