



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. Bond (if required – see back)
4. Application Fees: Antenna on Existing Structure \$250 – New Antenna Pole \$1,000 – All Other Leases \$100

Street Address of private property adjacent to leased property _____

Legal Description of the private property _____

Adjacent Private Property Owner (Applicant):

(Name) (Address) (Daytime Phone)

(E-mail Address)

Description of Intended Use _____

Date Adjacent Private Property Owner/(Applicant) Signature

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FOR OFFICE USE ONLY

PLANNING:

() Approved
() Denied

PUBLIC WORKS:

() Approved State ROW? () Yes () No
() Denied

Planning Director Date

Public Works Director Date

City Council Approval Required Y _____ N _____
Approved City Council Resolution # _____
Date Passed _____

() Denied

Annual Lease Fee \$ _____
Date Lease Established _____
By _____ (Finance Dept.)

Finance Director Date

Bond – 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. A bond is not required for private parking, fences, signs, or awnings.

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 Papillion 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 agreement and return it with the appropriate annual lease fee. If the lease is approved, the lessee will receive a copy of the lease agreement, which has been signed by the City and the lessee.