

# Village of Bagley

PO Box 116  
Bagley WI 53801

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115 S Bagley Ave  
Bagley WI 53801

## Request for Temporary Waiver of the Village of Bagley's Ordinance 6.05 Obstructions and Encroachments

In order to request a temporary waiver of the Village of Bagley's ordinance 6.05 Obstructions and Encroachments, the following is required:

1. Read, complete, and return this request form to the Village Clerk via email, in person or mail.
2. The Village Board will vote at the next monthly board meeting.

Should the Village Board vote to approve your request your temporary waiver will be granted for the time period and place you provided in your request. It is advised that you attend the Village Board meeting to answer any questions or concerns the Village Board may have in making this decision.

Village Clerk is available by email at [villageofbagley@gmail.com](mailto:villageofbagley@gmail.com), in person at 115 S Bagley Ave, Bagley WI 53801 or by mail at PO Box 116, Bagley WI 53801.

### EVENT DETAILS:

Individual or Organization: \_\_\_\_\_

If Organization please include contact person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Event Name: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time (start and end, include set up etc): \_\_\_\_\_

Location (may attach map if needed): \_\_\_\_\_

\_\_\_\_\_

Purpose (Please provide a brief description of the event, including if alcohol will be sold or provided): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

## **6.05 OBSTRUCTIONS AND ENCROACHMENTS**

(1) Obstruction and Encroachments Prohibited, 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 encumbrances to be placed or remain on any public way adjoining the premises of which he is the owner or occupant, except as provided in ss. (2).

(2) Exceptions, The prohibition of ss. (1) shall not apply to the following:

1. Signs or clocks attached to buildings which project not more than six (6) feet from the face of such building and which do not extend below any point ten (10) feet above the sidewalk, street or alley.
2. Awnings which do not extend below any point seven (7) feet above the sidewalk, street or alley.
3. Public utility encroachments duly authorized by state law or the Village Board.
4. Goods, wares, merchandise or fixtures being loaded or unloaded which do not extend more than three (3) feet on the sidewalk, provided such goods, wares, etc., do not remain thereon for a period of more than two (2) hours.
5. Temporary encroachments or obstructions authorized by a "Temporary Street/Sidewalk Permit" granted under Section 6.055 and compliance with applicable laws, statutes and ordinances.

## **Rules for Temporary Waiver of the Village of Bagley's Ordinance 6.05 Obstructions and Encroachments**

Blocking off streets or sidewalks for an event will require coordination with the Village of Bagley's Director of Public Works, Ryne Jackley to ensure safety and minimal disruption to the community. Here are some general rules and guidelines:

1. Obtain the appropriate waiver to the Village of Bagley's Ordinance 6.05 along with any other permits or licenses you may be required to obtain.
2. Requestor must provide a responsible adult to be present and have the authority to make decisions for the event. A responsible adult must be present when young people are in attendance.
3. Beer must be served by a local business/licensed bartender with appropriate licenses. Beer must be served from pitchers, cans or bottles.
4. Plan ahead to allow for time to get paperwork such as the waiver processed, notify any affected parties, and coordinate with the Village. The Village Board only meets once a month, generally on the first Tuesday of each month. Requests need to be provided to the Village Clerk before close of business on the Friday prior to be added to the agenda for said meeting.
5. Coordinate with the Director of Public Works for emergency access and traffic control. The Village of Bagley has barriers, signs, etc that are available to be used. It is helpful to provide designated walkways as needed. Please communicate if access to any Village facilities such as the Community Park bathrooms are needed.
6. Requestor is responsible for locking up any Village facilities used when leaving.
7. Please make sure when providing the timeframe for your request to include set up and tear down times.
8. Requestor is responsible for the clean up of their event in a timely fashion. All trash must be removed from the premises. The Village of Bagley may charge \$50 for poor clean-up.
9. Requestor is responsible for any damage caused to the streets, sidewalks, properties, barriers etc that are a result of the event, event staff or event attendees. Requestor is also responsible for any broken rules. The Village of Bagley may require proof of insurance or an indemnity waiver for events.
10. Please adhere to all local regulations and guidelines pertaining to event management, noise levels, waste management and other relevant issues.
11. Exceptions to the above rules by consent of the Village Board only.

By signing below you are agreeing to abide by the rules provided above.

Requestor (Responsible Party): \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_