



**Board of License Commissioners
Greenfield, Massachusetts**

14 Court Square, Greenfield, MA 01301
phone: 413) 772-1580 fax: 413) 772-1519
email: LoriK@townofgreenfield.org

Application for temporary / semi-permanent use of public rights of way

For the purposes of this application, uses on public rights of way include any activity &/or things located, placed, or displayed on or above sidewalks, streets, &/or parking lots.

I. For businesses requesting use of the public way adjacent to their establishment

Please check the type(s) of uses for which you are applying:

- display of merchandise &/or sidewalk sale
- outdoor seating
 - _____ chairs &/or tables
 - _____ bench
- planter
- awnings (\$25.00 one-time fee)
- flags or other projecting overhead items
- sandwich board sign
- other _____

Business name _____ Contact name _____

Address _____

Phone _____ Email _____

Specify the location / segment of public way for which you are applying to use. _____

Dates or days of week that use will occur _____

Hours during which use will occur _____

Provide details of design components of proposed uses, including size, color, number, style, type, etc.

Attach photos or other renderings if possible. _____

Required accompanying documents:

Provide a **site plan** (to scale) indicating location and dimensions of all proposed uses. The plan must include their relationship to adjacent buildings, roads, driveways, etc. as well as all street amenities (i.e. access holes, utility fixtures, fire hydrants, etc.). Please see the Licensing Coordinator for a base map including this information.



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Attach proof of a comprehensive **liability insurance** policy in an amount to be determined by the Licensing Commission (or as specified in Greenfield by-laws), with the Town of Greenfield as additional insured and stipulating that no other insurance effected by the Town of Greenfield will be called on to contribute to a loss.

The policy must remain in effect for the continuance of the permit and the Town notified prior to any cancellation or change.

I have read and understand the regulations for use of public ways:

Applicant

date