

# PUBLIC RIGHT-OF-WAY LICENSE

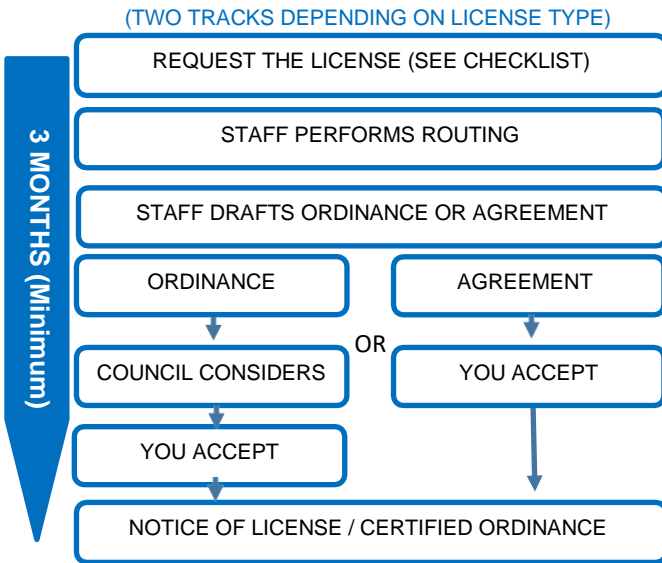
## WHO SHOULD USE THIS:

A person or entity who wants to use any part of the public right-of-way may apply to the City for a private or revocable license.

**FOR A SIDEWALK CAFÉ LICENSE, PLEASE REFER TO THE SIDEWALK CAFÉ APPLICATION**

IF A LICENSE IS APPROVED, THE LICENSE WILL GRANT USE OF THE PUBLIC RIGHT-OF-WAY FOR THE STATED PURPOSE. IT IS THE RESPONSIBILITY OF THE APPLICANT TO OBTAIN ANY REQUIRED PERMITS WHERE ADDITIONAL FEES MAY APPLY.

## TYPICAL STEPS



## FEES

Type	Application Fee	License Fee	Billing Term
Landscape/appurtenant irrigation	\$100	\$100	One-time
Awnings / Canopies (no lettering)	\$100	\$100 per awning	One-time
Awnings /Canopies (with lettering )	\$750*	Calculated per sf.	Annual
Subdivision Sign / Monument Sign	\$100	\$100 per sign	One-time
Streetscape	\$100	\$100 per element	One-time
Signs, Monitoring Wells, Wireless Cells or Other (not listed)	\$750*	Formula or \$1000 minimum	Annual
Publication Fee	\$20		One-time
Recording Fee - Cashier Check or Money Order made payable to: "City of Dallas"	\$75		One-time

\* Credited to first year license fee

## APPLICATION CHECKLIST:

- Letter written to Assistant Director Facilities and Real Estate Management, include owner name, or tenant, E-mail (required), Phone# (required) and state the following in the letter:
  - Proposed use and description of license area
  - Type of materials to be used
  - Start and end date of project
  - Other pending actions with the City, if applicable
  - Written concurrence of abutting owner(s), if applicable
- Copy of owner's deed; If a tenant, a copy of the current lease with lease terms shown.
- Site Plans and drawings showing the proposed license area to be used, if applicable (include measurements & dimensions, # elements for streetscape)
- Three sets of Survey Field Notes showing the proposed license area, if applicable (Must attach City of Dallas Survey Guidelines [SPRG Checklist](#) with Survey Field Notes)
- Plat of area (showing City Block/Lot), if applicable

## PRIOR TO COUNCIL:

- Submit Application fee and separate Recording fee (REQUIRED AT TIME OF SUBMISSION)**

Before a License Ordinance can be considered by City Council, you must also:

- ★ Execute and provide Form 1295, if applicable
- ★ Provide insurance certificate (naming the City of Dallas as an additional insured) or evidence of Self Insurance
- ★ Execute No "Conflict of Interest" Statement
- ★ Pay License Fee
- ★ Resolve any unpaid taxes and code violations

Notes: \_\_\_\_\_

★ **FIRST-TIME applicants are encouraged to meet with a Real Estate Specialist BEFORE submission of a NEW application.**



City of Dallas