

PUBLIC RIGHT-OF-WAY LICENSE

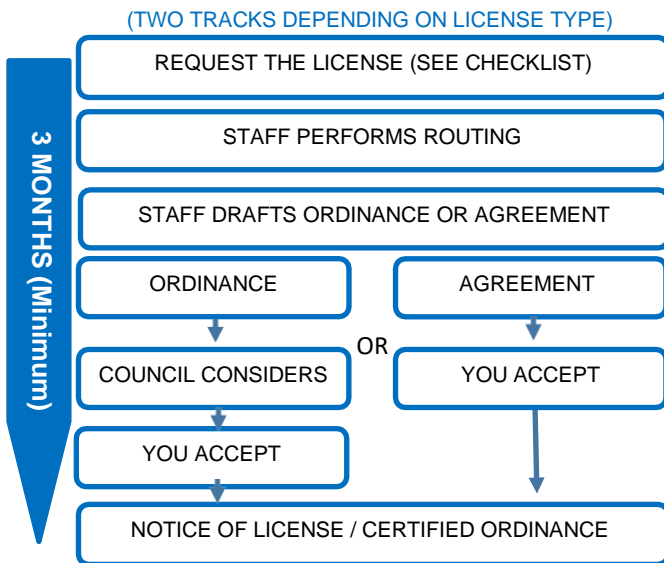
WHO SHOULD USE THIS:

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 of Real Estate, Department of Public Works, 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