



## SPECIAL PRIVILEGE NEWSPAPER VENDING BOX LICENSE INFORMATION

OFFICE OF THE CITY CLERK LICENSE DIVISION  
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
(414) 286-2238 EMAIL: [LICENSE@MILWAUKEE.GOV](mailto:LICENSE@MILWAUKEE.GOV)  
<http://www.milwaukee.gov/license>

### LICENSE PERIOD:

February 1, through January 31, Annually

### APPLICATION:

Please apply or mail your application to the City Clerk License Division, City Hall, 200 E. Wells Street, Room 105, Milwaukee, WI 53202 or call (414) 286-2238.

Applications submitted without the required fee, insurance and bond forms, list of the vending box locations and/or incomplete applications will be returned.

### LICENSE FEE:

The \$50.00 license fee per newspaper vending box must be submitted with application. Checks made payable to the City of Milwaukee.

### SIGNATURES:

Notarized signatures of an individual, all partners, an officer of a corporation, or a member of a limited liability company are required. All commissioned notaries public, including attorneys, must impress their notary seal on the notarial certificates they issue. Applications submitted without the impressed/stamped notary seal will be returned.

### INSURANCE & BOND REQUIREMENTS:

Included with your application is a bond and insurance form. Have your insurance agent fill out these forms and return them to you. They must be submitted with your application.

### CONDITION OF PLACEMENT:

Newspaper Vending Boxes must meet the conditions listed in 115-33.5-8 of the Milwaukee Code of Ordinances.

### LOCATION OF BOXES:

Information regarding each box location must be included on "Schedule A".

**[!]** Complete a separate form for each Aldermanic District listing the locations of all vending boxes in each district.

Disclosure of Location and Type of Newspaper Vending Boxes. Failure to provide complete information will result in the return of the application.

### VENDING BOX REMOVAL:

Newspaper Vending Boxes may be removed subject to s. 115-33.5-9, Milwaukee Code of Ordinances.

### REPLACEMENT STICKER FEE:

The fee for a replacement sticker is \$35.

### TRANSFER OF LOCATION FEE:

The fee to transfer a vending box from one location to another is \$35.00

**REFUND OF LICENSE FEE:** If an application is withdrawn or denied, you are eligible for a partial refund of 50% of your license fee, provided the refund is requested no later than one year from the date of withdrawal or denial of the application. If a license is not issued, the refund must be requested no later than one year from the date of application, unless the license has been granted, in which case no later than one year from the date of granting of the license.

ORDINANCES REGULATING NEWSPAPER VENDING BOXES ARE LOCATED IN SECTION 115-33.5,  
MILWAUKEE CODE OF ORDINANCES, AND MAY BE VIEWED ONLINE <http://www.milwaukee.gov/ordinances>



# NEWSPAPER VENDING BOX APPLICATION

OFFICE OF THE CITY CLERK LICENSE DIVISION  
 200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
 (414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV

[www.milwaukee.gov/license](http://www.milwaukee.gov/license)

<b>Applicant Information:</b>	
Full Name (Last, First & Middle Initial):	
Home Address (include City, State & Zip Code):	
Home Phone Number: ( ) -	Home Phone Number: ( ) -
Position at Business:	E-Mail Address:
Business Name:	Business Phone Number:( ) -
Business Address (include City, State, Zip Code):	
Mailing Address (if different from above):	
Full Name of corporation or limited liability company (if applicable):	
Contact Person Name: (during normal business hours)	Contact Person Phone Number:
Contact Person Address (include City State, Zip Code):	

**The applicant acknowledges that the newspaper vending boxes included with this application meet the conditions of MCO 115-33.5-8, which state:**

**Applicant Initials**

- Newspaper vending boxes shall be located at least 2 feet away from the face of the curb.
- Newspaper vending boxes shall be located at least 3 feet away from any fire hydrant, callbox or other emergency structure.
- Newspaper vending boxes shall be located at least 5 feet away from any driveway.
- Newspaper vending boxes shall be located at least 3 feet away from any bus shelter or bench.
- Newspaper vending boxes shall be located at least 3 feet away from any traffic sign or signal.
- No newspaper-vending box shall be located within that portion of the pedestrian area adjacent to a designated handicapped parking space or commercial loading zone.
- No newspaper-vending box shall be located where the paved pedestrian area does not extend to the curb, and the width of the continuous, undivided space for pedestrian travel would be reduced to less than 4 feet as a result of the placement of a newspaper-vending box.
- No newspaper-vending box shall be located where the paved pedestrian area extends to the curb and the width of the continuous, undivided space for pedestrian travel would be reduced to less than 7 feet as a result of the placement of a newspaper-vending box.
- No newspaper-vending box shall be located on the landscaped area of the public right-of-way between the curb and sidewalk wherein street trees are typically planted.
- No newspaper vending box shall be located within, or within 2 feet of, the area bounded by the curb, the front entrance of a business establishment and 2 straight lines which extend from each outer edge of the entrance door frame to the curb and are perpendicular to the curb.
- No newspaper-vending box shall be located within 30 feet of a catch basin.

Conditions continued

**Applicant**

**Initials**

- \_\_\_\_\_ No more than 8 newspaper-vending boxes shall be placed on any one-city block.
- \_\_\_\_\_ Freestanding newspaper vending boxes shall face away from the roadway, with the rear edge of each box being located on a line parallel to the curb. Each freestanding newspaper-vending box shall be bolted to the sidewalk or pavement. In the event that such box is removed, the sidewalk or pavement shall be restored to a safe condition. No vending box that has been designed to be freestanding may be strapped or in any way attached to a city light pole or other city fixture.
- \_\_\_\_\_ Newspaper vending boxes that are not freestanding may be banded to aluminum and concrete poles. No newspaper box shall be banded to a steel street light pole. A newspaper-vending box, which is not freestanding, may only be attached to a city-owned light pole, which such pole is more than 20 feet in height. Such box shall be securely strapped to the pole so as to prevent movement of the box and shall be oriented so that customers can stand on paved sidewalk when accessing it. The top of the newspaper-vending box shall not be more than 50 inches above grade. No more than 2 boxes may be strapped to any single pole. A newspaper-vending box strapped to a light pole shall not obscure any traffic sign or reflector or in any way obstruct the visibility of such sign or reflector. Fastening straps shall be made of stainless steel and shall be painted to match the color of the affected light pole. No chains or cables may be used. A newspaper vending box may be attached to a pole owned by any other entity provided permission from such entity is presented to the city clerk at the time of permit application.
- \_\_\_\_\_ A newspaper-vending box shall have doors, which swing closed, and latch after each opening.
- \_\_\_\_\_ A newspaper-vending box shall not exceed 50 inches in height, 26 inches in width, and 20 inches in depth.

**Required Documents -**

- A. Schedule A Completed and Attached (ccl-140f)  
Information regarding each newspaper vending box location must be included on Schedule A. Disclosure of Location and Type of Newspaper Vending Boxes and submitted with the application. All information must be filled in or the application will be returned. Please make additional copies of this form as necessary. (\*Aldermanic Districts may be obtained by logging onto [www.city.milwaukee.gov](http://www.city.milwaukee.gov) and clicking on "Get Property Information".)
- B. Documentation of Permission is attached.  
If the newspaper boxes are affixed to a pole owned by another entity, permission from such entity must be included with application.
- C. A diagram must be affixed for each type of vending box.  
Please Note: A newspaper-vending box shall not exceed 50 inches in height, 26 inches in width, and 20 inches in depth.
- D. Completed Insurance and Bond Forms. (ccl-140d and ccl-140e)

I have knowledge of the City Ordinances currently regulating the license applied for herein, and all statements made in the foregoing application are true and correct.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public, State of Wisconsin

\_\_\_\_\_  
Signature of individual, partners, corporate officer, or a member

My Commission Expires \_\_\_\_\_  
(Notary Seal must be affixed.)

Office Use Only:

Initials: \_\_\_\_\_ Filed: \_\_\_\_\_ License #: \_\_\_\_\_ Granted: \_\_\_\_\_

Date application Returned: DPW: \_\_\_\_\_ District 1: \_\_\_\_\_ District 2: \_\_\_\_\_  
 District 3: \_\_\_\_\_ District 4: \_\_\_\_\_ District 5: \_\_\_\_\_ District 6: \_\_\_\_\_  
 District 7: \_\_\_\_\_ District 8: \_\_\_\_\_ District 9: \_\_\_\_\_ District 10: \_\_\_\_\_  
 District 11: \_\_\_\_\_ District 12: \_\_\_\_\_ District 13: \_\_\_\_\_ District 14: \_\_\_\_\_  
 District 15: \_\_\_\_\_

**SPECIAL PRIVILEGE CERTIFICATE OF INSURANCE- FOR NEWSPAPER VENDING BOXES**

\_\_\_\_\_  
(Herein called Insurance Company)

Address \_\_\_\_\_

\_\_\_\_\_

**ISSUED TO THE CITY OF MILWAUKEE, License Division, 200 E. Wells St., Milwaukee, WI 53202**

The company hereby certifies that it has issued to:

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

a general liability policy No. \_\_\_\_\_ effective \_\_\_\_\_, 20 \_\_\_\_\_, expires \_\_\_\_\_, 20 \_\_\_\_\_, providing for limits of not less than \$25,000 per person, \$50,000 per accident, bodily injury liability, and \$10,000 property damage liability; provided, however, that the insurance afforded is subject to the terms, conditions, limitations, and exclusions of the policy. The City of Milwaukee must be named as additional insured.

Said policy provides that notwithstanding any other provision therein, 30 days' written notice of cancellation, material change, expiration, or intent not to renew will be given to the City Clerk of the City of Milwaukee; otherwise such insurance as is afforded thereunder shall remain in full force and effect.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Signed \_\_\_\_\_  
Authorized Representative

**AFFIDAVIT**

STATE OF WISCONSIN)  
) ss  
\_\_\_\_\_ County)

\_\_\_\_\_, being first duly sworn, on oath deposes and

says that he is the agent of the \_\_\_\_\_, insurer  
(Insurance Company)

on the attached certificate issued to \_\_\_\_\_  
(Insured)

Affiant further deposes and says that no officer, official or employee of the City of Milwaukee has any interest, directly or indirectly, or is receiving any premium, commission, fee, or other thing of value on account of the sale or furnishing of said policy.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_  
Signed \_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Notary Public, State of Wisconsin  
My Commission expires \_\_\_\_\_  
(Notary Seal must be affixed)

\*The date that the Notary Public Signs and dates the form must be the same date that the certificate is dated.

Bond No. \_\_\_\_\_

### SPECIAL PRIVILEGE NEWSPAPER VENDING BOX BOND

KNOW ALL MEN BY THESE PRESENTS, that we, (principal) \_\_\_\_\_

\_\_\_\_\_ as principal and

(surety) \_\_\_\_\_ as surety, are held and firmly bound unto the City of Milwaukee, in the penal sum of One Thousand Dollars (\$1,000.00) to be paid to the said City of Milwaukee, its successor and assigns, for which payment well and truly be made, we bind ourselves and our heirs, executors and administrators, or successors and assigns, as the case may be, jointly and severally, firmly by these presents.

SIGNED AND SEALED AND DATED This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOW THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the above bound Principal is granted a newspaper vending box special privilege, he shall comply with all provisions of Section 115.33.5 of The Milwaukee Code of Ordinances and shall place all boxes in accordance to the guidelines set by the Commissioner of Public Works and all other ordinances of the City of Milwaukee relating to the placement of objects on the public way so as to protect fully the health, safety and welfare of the public, then this obligation shall be void, otherwise to remain in full force and effect.

This bond shall become effective on February 1, 20\_\_\_\_ and shall cover all newspaper vending place upon the public way by the principal within the City of Milwaukee, until January 31, of the following year, provided however, in no event shall the aggregate liability of the surety for all claims exceed the penal sum of One Thousand Dollars (\$1,000.00).

This bond may be cancelled by the surety giving to the principal and to the City Clerk of the City of Milwaukee, written notice registered mail of its intention to do so which cancellation shall be effective (30) days after receipt of notice. (Corporations operating with seal, please affix).

In presence of:

\_\_\_\_\_

(Witness)

\_\_\_\_\_

\_\_\_\_\_(Seal)  
(Principal)

By \_\_\_\_\_  
(Signature) (Title)

\_\_\_\_\_(Seal)  
(Surety)

By \_\_\_\_\_  
(Signature) (Title)

### AFFIDAVIT

STATE OF WISCONSIN)

)ss

\_\_\_\_\_ County)

\_\_\_\_\_, being first duly sworn, on oath deposes and says that

he/she is \_\_\_\_\_ of the \_\_\_\_\_,  
(Attorney in fact or Agent) (Bonding Company)

surety on the attached bond executed for \_\_\_\_\_.  
(Name of Insured)

Affiant further deposes and says that no officer, official or employee of the City of Milwaukee has any interest, directly or indirectly, or is receiving any premium, commission, fee, or other thing of value on account of the sale or furnishing of said policy.

Signed \_\_\_\_\_  
(Signature)

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public, \_\_\_\_\_ County

State of \_\_\_\_\_

My Commission expires \_\_\_\_\_ (Notary Seal must be affixed.)

Schedule A. Disclosure of Location and Type of Newspaper Vending Boxes

ccl-140f (10/07)

Circle Aldermanic District #													Office Use Only	
													Denial Recommendation	
Box #	Location of Box						Type of Box			Free-standing	Attached to Pole		ALD Reason Code [2]	DPW Reason Code [2]
	Hundred Block #	Street Dir.	Street Name	Side of Street		City-owned	Owned by Other [1]							
				Odd	Even									
EX	800	N	WATER ST		X			X						

Aldersperson's Signature \_\_\_\_\_ Date \_\_\_\_\_

[1] Permission from owners of poles to attach vending boxes to any poles not owned by the City must be included with this application.  
 [2] Vending boxes for which no reason codes have been provided relating to denial recommendations shall be considered approved.

**City of Milwaukee  
Department of Public Works  
Newspaper Vending Box  
Freestanding Installation Permit Requirements**

The following requirements are conditions for permit approval by the Department of Public Works for the installation of freestanding newspaper vending boxes in the public right of way:

1. Freestanding vending box bolt installations are not allowed on privately owned or maintained hollow sidewalk or heated sidewalk areas within the public way.
2. In accord with Wisconsin Statutes s. 182.0175, freestanding vending box bolt installation work is considered an excavation and installation contractors must notify Diggers Hotline three (3) working days before commencing installation work for related underground facility locating services. Notification requirements are available online at [www.diggershotline.com](http://www.diggershotline.com) or call 811 or 1-800-242-8511.
3. All installations in concrete sidewalks shall be made with type 304 stainless steel removable anchors installed in pre-drill holes. The anchor body shall be installed flush with the sidewalk and consist of a stainless steel drop-in anchor, threaded stud bolt, nut and washer. Embedment shall be a minimum of 4.5 bolt diameters, but shall not exceed an embedment of 2½ inches and the bolt assembly shall not protrude more than 1 inch above the vending box mounting plate. Typical installation detail is noted below.

