

Newsrack Permit Application Checklist

Contact Information

Please provide all necessary information for the company, distributors and maintenance contacts. Please attach any additional contact information.

Company Name _____

Please list the names of all the publications included in your newsracks: _____

Main Contact

Contact Name _____ Phone Number _____

Email _____ Fax _____

Address _____ City _____ State _____ Zip _____

Additional contact information is provided and attached. Yes No

Newsrack Locations

Please submit the following for all newsrack locations:

- A list of newsrack locations in the public right-of-way. Please submit a list of all the existing locations in the public right-of-way. If you would like to apply for additional locations, indicate that the location is proposed. Use the spreadsheet template online, located here:
<http://www.slocity.org/publicworks/documents/newsracklocationapp.xls>.
- Pictures are strongly encouraged for each newsrack location (existing or proposed). Pictures can be submitted by email, CD, or printed pages. Please label the location on each picture.

Permit Requirements

- Please email a liability insurance certificate to Matt LaFreniere, mlafreni@slocity.org, with a CG 2012 additional insured endorsement attached. The CG 2012 (or an approved equivalent) is required and names the City as additionally insured under your policy. An example of the form is available online at: <http://www.slocity.org/publicworks/documents/cg2012.pdf>. Please provide this sample form to your insurance company so it can be issued under your policy. A current certificate of liability insurance with the above-mentioned additional insured endorsement must be maintained at all times and be submitted to the City for the permit to remain valid.
- A current City business license must be maintained. For information on obtaining a City business license, please visit: <http://www.slocity.org/finance/businesstax.asp>.
- Fees – Newsrack permits require annual fees for administrative costs and inspections.

Please submit all application documents to Matt LaFreniere, Public Works Permit Technician.
919 Palm Street
San Luis Obispo, CA 93401
mlafreni@slocity.org 805-783-7751 (fax) 805-781-7015 (office)