

DEPARTMENT OF PUBLIC WORKS  
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## LICENSE AGREEMENTS

### What is a License Agreement?

A license agreement permits a private party to encroach upon or construct site improvements within a public property or right-of-way. The agreement authorizes an owner or tenant to construct physical improvements within the public right-of-way. Some examples would be a subdivision identification sign placed in the street right-of-way or a canopy that extends over a public alley or sidewalk. Please note that construction within public rights-of-way is not permitted without an executed license agreement.

### The License Agreement Application Process.

License agreement applications are processed through the **Department of Public Works**. The first step is for the applicant to request a **presubmittal meeting**. The applicant outlines the project to the appropriate city staff, and staff advises the applicant about review procedures, applicable codes and ordinances and parts of the proposal that may be problematic.

The applicant must submit a **site development plan and/or design plans** for the proposed improvements. After the plans and construction documents have been reviewed and all the improvements that are proposed to be placed in the public right-of-way have been identified, the applicant submits an **Application for License Agreement** and an **Application Fee** from the City of Salina Comprehensive Fee Schedule to the **City Clerk's office**. The Clerk stamps in the application, prepares a receipt and routes the application to the City Engineer. The plans are then distributed to right-of-way users such as public and franchise utilities for their comments. If there are no major objections from right-of-way users, Public Works routes the application to the **City Attorney**, who works with staff to prepare an agreement. The proposed agreement is placed on the City Commission's agenda for consideration. The City Commission may approve the agreement, approve it subject to certain conditions or deny the request.



**APPLICATION FOR LICENSE AGREEMENT**

DATE: \_\_\_\_\_

An application is hereby made for a license agreement to allow encroachment and improvements into and/or within the public right-of-way as described below. (Give address, location or common description of the street or area requested for licensing, and provide construction plans and a map of the area.)

Application for approval of a license agreement to allow the following **encroachment** into and/or **improvements** within the public right-of-way. **List all items:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Legal description of area(s) to be licensed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have the improvements / encroachments been installed prior to this application? Y N

**Name of Contractor who will execute the project:**

\_\_\_\_\_  
Name Phone

Address:

**Name of responsible party that will carry out maintenance of improvements / encroachments:**

\_\_\_\_\_  
Name Phone

Address:

**If listed contractor or maintenance responsibility changes, it is the applicant's responsibility to notify the City of Salina Department of Public Works at 309-5725.**

Are there existing license agreements in place at this location? If yes, provide date, name, and location of previous agreement: \_\_\_\_\_

Site development plan/construction plans submittal date: \_\_\_\_\_

**License Agreement Applicant:** \_\_\_\_\_  
Name

\_\_\_\_\_  
Contact Person Phone

\_\_\_\_\_  
Email Fax

\_\_\_\_\_  
Address

**Landowner / Responsible Party:** \_\_\_\_\_  
Name

\_\_\_\_\_  
Contact Person Phone

\_\_\_\_\_  
Email Fax

\_\_\_\_\_  
Address

**Licensee (Tenant), HOA, or POA:** \_\_\_\_\_  
Name

\_\_\_\_\_  
Contact Person Phone

\_\_\_\_\_  
Email Fax

\_\_\_\_\_  
Address

**Proposed Use of Right-of-Way (Describe):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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I, the undersigned Owner/Tenant/Applicant/Agent, declare that the information provided in this application is valid and correct. I have read and understand that this application will be processed in accordance with the process for requesting a License Agreement and that no action on processing will be taken without payment of the non-refundable processing fee. I understand that acceptance of this application in no way obligates the City to license the subject area. I understand the purpose and value of the public right-of-way, and that the final determination will be made by the Salina City Commission. It is further understood that the City of Salina is not responsible for any cost or inconvenience incurred by the Owner/Tenant/Applicant/Agent/ if this application is not approved.

Signed by: \_\_\_\_\_  
Owner/Tenant/Applicant/Agent

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_