

City of Cottage Grove Encroachment Permit

General Procedures:

1. The City of Cottage Grove requires permits for vehicle access to city parks.
2. A request for Encroachment Permit must be made in person to the Parks Department prior to the date of access.
3. Upon approval, the permit may be picked up at Public Works.
4. The City retains the right to revoke, withdraw, or change any portions or parts of this policy.

General Rules and Regulations:

1. THE PERMIT HOLDER IS RESPONSIBLE FOR THE REPAIR OF ALL DAMAGE TO THE PARK AND/OR TRAIL SYSTEM CAUSED BY THE PERMIT HOLDER
 - a. The access site will be monitored by Park staff before, during and after encroachment activities.
 - b. Any damage observed to turf, trees, other vegetation, asphalt trails, or park-related appurtenances will be reported in writing to the permit holder.
 - c. The City of Cottage Grove will determine ways and means to make any appropriate repairs to the property, and the permit holder shall be financially responsible for those repairs.
2. The permit must be in the possession of the permit holder at all times of encroachment.
3. All permits shall be revocable and shall not be considered a variance or lease.
4. Permits are non-transferable and are restricted to the approved dates and regular park hours.
5. Permit holder agrees to indemnify and hold harmless the City against any and all liability and any and all damages to any person(s) or property that arise out of permit holder's activities under this permit.
6. All permit requests must utilize the same permit procedures.
7. Permit holder acknowledges that permit holder is responsible for inspecting the park area that the permit holder will be using and using due care appropriate to the condition of the property. The permit holder releases and waives any claim against the City for personal injury or property damage that arises out of the permit holder's activities under this permit, unless the injury or damage is caused solely by the City's negligence, without any contributing negligence of permit holder.

Permit Application Date: _____

Contact Person: _____

Phone: _____

Address: _____

Encroachment Dates: From: _____

To: _____

Purpose of Encroachment: _____

Description of Park Access Route: _____

By signing below, I agree to the terms and conditions listed in the Encroachment Permit Agreement.

Applicant Signature: _____

Date: _____

Authorized By: _____

Date: _____

Follow-up comments: _____