



CITY OF MONONA – PARKS & RECREATION
1011 NICHOLS RD
MONONA, WI 53716

TEMPORARY STRUCTURE PERMIT

FEE: \$100.00

I (we) hereby make application for a Temporary Structure Permit, subject to the Municipal Code of the City of Monona. Temporary Structures will be defined as, but not limited to, tents (larger than a 10'x10' pop-up), staging, trailers, dunk tanks, inflatable play equipment, personal and promotional equipment, and other structures. Because of the increasing number of underground utilities and the potential danger to the public or property from them, the Parks & Rec Dept. must be involved when any temporary structure is installed that penetrates the ground in a public park. In addition, Wisconsin Statute 182.0175 requires anyone who is responsible for any type of ground penetration or excavation, provide advance notice to Digger's Hotline. Digger's Hotline is a statewide one-call notification system which provides advance notice to public utilities of intended excavation which may impact underground and overhead utility service. A permit is required for the placement of any of these temporary structures in a Monona Park. However, you are only required to contact Digger's Hotline if the ground will be penetrated by stakes, tools or equipment. No permit is required for the placement of chemical toilets, volleyball nets, or pop-up tents that are 10'x10' or smaller.

Note: Applications for a Temporary Structure Permit must be received two weeks before the event and receive Park & Recreation Director approval.

Name of applicant(s): _____

Address: _____

Telephone Number: _____

If the proposed temporary structure use is to be conducted for, on behalf of, or by an organization:

Name: _____

Address: _____

Telephone # of headquarters of the organization: _____

Authorizing responsible heads of such organization:

Person(s) responsible for the temporary structures within the City Park:

Name: _____

Address: _____

Phone Number: _____

If the proposed temporary structure use is to be provided by, rented from, and/or placed and/or set up by an outside party.

Name: _____

Address: _____

Telephone # of headquarters of the organization: _____

Authorizing responsible heads of such organization:

Date(s) and duration of time for which the requested use of the device is proposed to occur:

Accurate description of the location of the temporary structure within the City Park.

The approximate number of persons that will be in attendance for the proposed event.

The proposed use, described in detail, for which the Temporary Structure Permit is requested:

Approval of Park & Recreation Director Date _____

Approval of Park and Recreation Board Meeting Date
(Only if special conditions apply)

Denied and Date

Reason for Denial