



APPLICATION FOR LICENSE
Use of Sidewalks or Public Rights-of-Way
(SIDEWALK OBSTRUCTION)

(Please print or type)

Applicant's Name _____ Telephone _____

Applicant's Mailing Address _____

Email address _____

Business Name _____ Telephone _____

Business Address _____

Status of Applicant: Non-Profit Organization Commercial Organization

Type of Use: Non-Commercial Commercial

Nature of Display *(description below and, if applicable, provide a layout sketch)*

Merchandise _____

Display _____

Other Encumbrance _____

Signature of Applicant

Date Signed

Signature of Property Owner
(If not the City of Keene)

(For office use only)

Date Application and Fee Received _____ Date Sketch Received _____

Date Original Insurance Certificate Received _____

Date License Approved _____ By _____

Assistant City Clerk

License Expires _____

What is a Sidewalk Obstruction?

Sidewalk obstruction means an obstruction placed as a contiguous extension of a business, in an area equal to or less than the width of the business on any sidewalk or right-of-way maintained by the city, whether publicly or privately owned. This would include displays, merchandise, goods, tables, chairs, vending machines, a sandwich board sign or any other obstruction.

Obtaining a License

The City Clerk is the licensing authority for Sidewalk Obstructions. To obtain a license, the applicant must complete an application that is submitted to the City Clerk's Office along with the applicable fee. The applicant will also need to submit a certificate of liability insurance listing the City of Keene as an Additional Insured, and a signed letter of permission from the adjacent property owner if the applicant wants to go beyond their own storefront. First year applicants will be required to submit a sketch of the area they plan to encumber, and the City Clerk's Office will initiate a review process with various City departments, including an inspection by Code Enforcement to ensure ADA compliance. Once the review process has concluded, the applicant will sign an indemnification agreement and the City Clerk will issue the license.

Licenses issued under this section of the City Code will expire March 1 of each year. The annual application fee for this license is \$100.00.

To review the regulations relative to this type of license, please go to the Keene City Code at the following web address:

https://www.municode.com/library/nh/keene/codes/code_of_ordinances

Chapter 46 is the Licensing Chapter.