

CITY OF MARQUETTE
APPLICATION FOR LICENSE/EASEMENT
OF CITY-OWNED PROPERTY



CITY STAFF USE

Date Submitted: _____ Parcel ID#: _____ File #: _____
Property Address/Location: _____
Adequate Graphic Image or Legal Description Submitted: Y / N
Receipt #: _____ Check #: _____ Received by and date: _____

FEE \$475 (We can only accept Cash or Check (written to the City of Marquette))

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED, ALL OF THE INFORMATION
REQUIRED IS PRESENT AT THE TIME OF THE APPLICATION - NO EXCEPTIONS!**

If you have any questions, please call 228-0425 or e-mail dstensaas@marquettetmi.gov.

ADDRESS INFORMATION

Please state the relevant street address of the property/location nearest, or associated, with the requested license/easement:

APPLICANT/REP CONTACT INFORMATION and LEGAL NAME OF PROPERTY OWNER

*** PROPERTY OWNER – PLEASE USE EXACT LEGAL NAME STATED ON TAX FORMS**

APPLICANT or REPRESENTATIVE	* NAME(S) ON PROPERTY DEED
Name: _____	Name(s): _____
Address: _____	_____
City: _____	Address: _____
State, Zip: _____	City, State, Zip: _____
Phone #: _____	Phone #: _____
Email: _____	Email: _____

PROJECT DESCRIPTION

Briefly describe the reason or necessity for the requested license/easement for use of the City property:

LEGAL or GRAPHIC LOCATION DESCRIPTION

A graphic image of the approximate requested license area and/or a surveyed legal description from survey documents is required. Please submit an attachment that clearly shows where the Licensed item is intended to be located, in addition to a legal description if that is available. City staff can provide an aerial photo of the subject property/area to assist with creating a graphic location description/exhibit for the application. Please state what is being submitted:

ATTACHMENTS

You may attach sketches, maps, photos, or other items that may help to illustrate/visualize your request. Community Development staff will attach a photo/map of the area. Please list attachments, aside from the legal/graphic description:

SIGNATURE

of Property Owner or corporation/organization President, CEO, CFO, other officer

I, the undersigned Property Owner or Corporation/organization President or CEO, understand that this application itself is not considered an approval and only the Marquette City Commission has the authority to grant an approval for a license/easement for use of property owned by the City of Marquette.

Signature: _____ Date: _____

Printed Name: _____

License to Use City/Public Property Request Procedures

All License requests are reviewed by a team of staff members and then are approved or denied by the City Commission. The general process is stated below.



Until the License Agreement has been approved by the City Commission, any zoning permits related to the License area may be suspended for review by staff. Permits for work on private property that are not affected by approval or the License request may be processed, but a separate permit may be required if the property owner chooses to proceed with other work while waiting for a License request to be approved. These decisions are handled on a case by case basis and should be made in consultation with Zoning Division staff.

1) after a complete application is submitted the City Planner will circulate the application to a group of reviewers that includes the City Engineer, Treasurer, Superintendent of Public Works, City Planner-Zoning Administrator, and Fire Marshal. The Police Dept., Parks and Rec. Dept., and the Downtown Development Authority may also be asked to review the request if the location or other factors make their input relevant to the application request.

2) Staff will either recommend to either approve or deny the request, and may provide comments to support their recommendation, usually within one calendar week and within 10 business days.

3) A. If there is no significant reason to believe the application may not be approved by the City Commission after staff review, the City Planner will send the application and an Exhibit showing the approximate ground area of the License request to the City Attorney to have a contract created for the use of the License area. Proceed to item 4.

3) B. If there is reason to believe that the City Commission may deny the request after staff review, the Planner will not send the application to the City Attorney and will place the application on the next City Commission agenda that can be added to, as a New Business item for the Commission to discuss and determine if the request should be approved with a contract or denied. If it is denied there is no further action.

4) When the contract has been created, the Planner will send a copy to the applicant for their inspection, and if they find it acceptable they will be required to sign three copies that are notarized in their presence by a City staff member.

5) With copies of the agreement/contract signed by the applicant completed, the Planner will place the application on the next City Commission agenda that can be added to, in the “consent agenda” portion of the agenda for that meeting. Items on the consent agenda are voted on as a package and are not discussed, with the rare exception when the Commission votes to approve the agenda at the beginning of the meeting and makes a change to move something from “consent” to “new business” or “old business” for discussion of the item.

6) With the contract approved, the Mayor will sign the document after the meeting and the City Clerk will sign and record it the next day, then two copies of the fully-executed document will be sent to the Planner.

Once the License Agreement has been approved by the City Commission, any zoning permits related to the License area may move forward, and the Zoning staff will proceed to process such applications.

7) The Planning Office will send a completed digital completed copy of the License Agreement to the applicant and mail a hard copy to the applicant upon their request.