



LICENSE AND INDEMNITY AGREEMENT REQUEST FORM
CITY of CAPE GIRARDEAU

DEVELOPMENT SERVICES DEPARTMENT, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703 (573) 339-6327

Address of Property Using the Improvements in the Right-of-Way

Contact Person's Name		Property Owner or Business Name	
Mailing Address	City, State, Zip	Mailing Address	City, State, Zip
Telephone	Email	Telephone	Email

***Contact Person is responsible for all correspondence and payment of fees.**

A legal description of the property that will be using the improvements in the right-of-way is required for recording purposes. Attach the most recent deed for the property.

Provide a description of the proposed improvements, including location(s) in the right-of-way and, for temporary improvements, length of time. Attach maps, photos, brochures, specification sheets, etc. if necessary.

CERTIFICATION

I certify that I am authorized by the above property owner or business to file this request form on their behalf.

 Contact Person's Signature

 Date

OFFICE USE ONLY		
Date Received _____	By _____	File Number _____
City Staff Action _____	Date _____	
City Council Final Action _____	Date _____	

**CITY OF CAPE GIRARDEAU
LICENSE AND INDEMNITY AGREEMENT REQUEST FORM
INFORMATION SHEET**

1. Submit the completed License and Indemnity Agreement Request Form to the Development Services Department located at City Hall, 401 Independence Street, Cape Girardeau, MO 63703.
2. The form will be reviewed by City staff to determine if the proposed improvements are in the public's interest.
3. If approved at the staff level, a License and Indemnity Agreement will be prepared and sent to the contact person.
4. The agreement must be signed, notarized, and returned to the Development Services Department at the address above.
5. Once staff receives the agreement, it will be placed on the next available City Council agenda.
6. The City Council will either approve or deny the agreement.
7. If approved, the contact person will be sent an invoice for the recording fee.
8. Once the recording fee is received, staff will submit the agreement to the County Recorder's Office to be recorded.
9. After the agreement is recorded, the City will release the recorded agreement to the contact person, at which time the improvements can be made.

NOTE: The contact person is responsible for payment of the recording fee.