LICENSE AND INDEMNITY AGREEMENT REQUEST FORM

CITY *of* CAPE GIRARDEAU

COMMUNITY DEVELOPMENT, 44 NORTH LORIMIER STREET, CAPE GIRARDEAU, MO 63701 (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 application fee.**

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, sketches, brochures, specification sheets, etc., if necessary.

CERTIFICATION

I certify that I am the property owner or 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** along with the application fee and associated transaction fee to the Community Development located at City Hall, 44 North Lorimier Street, Cape Girardeau, MO 63701. **Application Fee: $ 59.00 Recording Fee: Varies***

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 Community Development 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, by resolution, will either approve or deny the agreement.

7. If approved, staff will submit the agreement to the County Recorder's Office to be recorded.
   *Recording fees are based on total pages recorded. Applicable fees to be paid by applicant prior to document being recorded by City Staff.

8. After the agreement is recorded, the City will release the recorded agreement to the contact person, at which time the improvements can be made.