



**SPECIAL PRIVILEGE PERMIT FOR  
NEWSPAPER VENDING BOXES  
SUPPLEMENTAL INFORMATION SHEET**

*OFFICE OF THE CITY CLERK LICENSE DIVISION  
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
(414) 286-2238 EMAIL: LICENSE@MILWAUKEE.GOV*

**Who needs a Newspaper Vending Box License?**

Anyone who places newspapers vending boxes on the public right of way or public premises.

**License Period**

License expires 1 year from date of issuance.  
License must be issued within 1 year of approval, or a waiver from the Licenses Committee is needed.

**Fee**

\$50 per newspaper vending box

**Forms Needed**

- Business License Application (ccl-busapp)
- Newspaper Vending Box Supplemental Application (ccl-spnews1)
- Schedule A Disclosure of Location & Type of Newspaper Vending Boxes (ccl-spnews2)

Information regarding each box location must be included on "Schedule A". Complete a separate form for each Aldermanic District listing the locations of all vending boxes in each district. (Aldermanic Districts may be obtained by logging onto [www.city.milwaukee.gov](http://www.city.milwaukee.gov) and selecting "Get Property Information".)

- Certificate of Insurance and Bond (ccl-spnews3&4)  
Included with your application is a bond and insurance form. Have your insurance agent fill out these forms and return them to you. They must be submitted with your application.
- Diagram(s) illustrating the dimensions of each type of newspaper box must be submitted with the application.
- Documentation of Permission  
If a box is affixed to a pole owned by another entity, permission from such entity must be included with the application.

**Condition of Placement**

Newspaper Vending Boxes must meet the conditions listed in 115-33.5-8 of the Milwaukee Code of Ordinances.

**Vending Box Removal**

Newspaper Vending Boxes may be removed subject to s. 115-33.5-9, Milwaukee Code of Ordinances.

**Replacement Sticker Fee**

The fee for a replacement sticker is \$35.

ORDINANCES REGULATING NEWSPAPER VENDING BOXES ARE LOCATED IN SECTION 115-33.5, MILWAUKEE CODE OF ORDINANCES, AND MAY BE VIEWED ONLINE <http://www.milwaukee.gov/ordinances>



# NEWSPAPER VENDING BOX SUPPLEMENTAL APPLICATION

OFFICE OF THE CITY CLERK LICENSE DIVISION

200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202

(414) 286-2238 E-MAIL ADDRESS: [LICENSE@MILWAUKEE.GOV](mailto:LICENSE@MILWAUKEE.GOV) [www.milwaukee.gov/license](http://www.milwaukee.gov/license)

<b>Publication Information:</b>	
Publication Name:	
Number of vending boxes:	Frequency of Publication
<b>Contact Person, during normal business hours, Information (if different from Applicant):</b>	
Full Name (Last, First & Middle Initial):	Phone Number:
Address (include City, State & Zip Code):	
<p><b>Initial each statement to acknowledge your understanding of MCO 115-33.5-8 which states:</b></p> <p>_____ Newspaper vending boxes shall be located at least 2 feet away from the face of the curb.</p> <p>_____ Newspaper vending boxes shall be located at least 3 feet away from any fire hydrant, callbox or other emergency structure.</p> <p>_____ Newspaper vending boxes shall be located at least 5 feet away from any driveway.</p> <p>_____ Newspaper vending boxes shall be located at least 3 feet away from any bus shelter or bench.</p> <p>_____ Newspaper vending boxes shall be located at least 3 feet away from any traffic sign or signal.</p> <p>_____ No newspaper vending box shall be located within that portion of the pedestrian area adjacent to a designated handicapped parking space or commercial loading zone.</p> <p>_____ No newspaper vending box shall be located where the paved pedestrian area does not extend to the curb, and the width of the continuous, undivided space for pedestrian travel would be reduced to less than 4 feet as a result of the placement of a newspaper vending box.</p> <p>_____ No newspaper vending box shall be located where the paved pedestrian area extends to the curb and the width of the continuous, undivided space for pedestrian travel would be reduced to less than 7 feet as a result of the placement of a newspaper vending box.</p> <p>_____ No newspaper-vending box shall be located on the landscaped area of the public right-of-way between the curb and sidewalk wherein street trees are typically planted.</p> <p>_____ No newspaper vending box shall be located within, or within 2 feet of, the area bounded by the curb, the front entrance of a business establishment and 2 straight lines which extend from each outer edge of the entrance door frame to the curb and are perpendicular to the curb.</p> <p>_____ No newspaper vending box shall be located within 30 feet of a catch basin.</p> <p>_____ No more than 8 newspaper vending boxes shall be placed on any one-city block.</p> <p>_____ Freestanding newspaper vending boxes shall face away from the roadway, with the rear edge of each box being located on a line parallel to the curb. Each freestanding newspaper-vending box shall be bolted to the sidewalk or pavement. In the event that such box is removed, the sidewalk or pavement shall be restored to a safe condition. No vending box that has been designed to be freestanding may be strapped or in any way attached to a city light pole or other city fixture.</p> <p>_____ Newspaper vending boxes that are not freestanding may be banded to aluminum and concrete poles. No newspaper box shall be banded to a steel street light pole. A newspaper-vending box, which is not freestanding, may only be attached to a city-owned light pole, which such pole is more than 20 feet in height. Such box shall be securely strapped to the pole so as to prevent movement of the box and shall be oriented so that customers can stand on paved sidewalk when accessing it. The top of the newspaper-vending box shall not be more than 50 inches above grade. No more than 2 boxes may be strapped to any single pole. A newspaper-vending box strapped to a light pole shall not obscure any traffic sign or reflector or in any way obstruct the visibility of such sign or reflector. Fastening straps shall be made of stainless steel and shall be painted to match the color of the affected light pole. No chains or cables may be used. A newspaper vending box may be attached to a pole owned by any other entity provided permission from such entity is presented to the city clerk at the time of permit application.</p> <p>_____ A newspaper vending box shall have doors, which swing closed, and latch after each opening.</p> <p>_____ A newspaper vending box shall not exceed 50 inches in height, 26 inches in width, and 20 inches in depth.</p>	
Office Use Only: Initials _____ Filed _____ App # _____ <input type="checkbox"/> Schedule A <input type="checkbox"/> Insurance Cert <input type="checkbox"/> Bond <input type="checkbox"/> Box Diagrams	
DPW Approval <input type="checkbox"/> District Ald Approval: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15	
Issued _____ Sticker #s _____ License #) _____	



**SPECIAL PRIVILEGE CERTIFICATE OF INSURANCE- FOR NEWSPAPER VENDING BOXES**

\_\_\_\_\_  
(Herein called Insurance Company)

Address \_\_\_\_\_

\_\_\_\_\_

**ISSUED TO THE CITY OF MILWAUKEE, License Division, 200 E. Wells St., Milwaukee, WI 53202**

The company hereby certifies that it has issued to:

Name \_\_\_\_\_

Address \_\_\_\_\_

a general liability policy No. \_\_\_\_\_ effective \_\_\_\_\_, 20\_\_\_\_\_, expires \_\_\_\_\_, 20\_\_\_\_\_, providing for limits of not less than \$25,000 per person, \$50,000 per accident, bodily injury liability, and \$10,000 property damage liability; provided, however, that the insurance afforded is subject to the terms, conditions, limitations, and exclusions of the policy. The City of Milwaukee must be named as additional insured.

Said policy provides that notwithstanding any other provision therein, 30 days' written notice of cancellation, material change, expiration, or intent not to renew will be given to the City Clerk of the City of Milwaukee; otherwise such insurance as is afforded thereunder shall remain in full force and effect.

\*\*

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signed \_\_\_\_\_

Authorized Representative

**AFFIDAVIT**

STATE OF WISCONSIN)  
) ss  
\_\_\_\_\_ County)

\_\_\_\_\_, being first duly sworn, on oath deposes and

says that he is the agent of the \_\_\_\_\_, insurer (Insurance Company) on the attached certificate issued to \_\_\_\_\_.

Affiant further deposes and says that no officer, official or employee of the City of Milwaukee has any interest, directly or indirectly, or is receiving any premium, commission, fee, or other thing of value on account of the sale or furnishing of said policy.

Signed \_\_\_\_\_

Subscribed and sworn to before me this

Authorized Representative

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public, State of Wisconsin  
My Commission expires \_\_\_\_\_  
(Notary Seal must be affixed)

\*\*The date that the Notary Public Signs and dates the form must be the same date that the certificate is dated.

Bond No. \_\_\_\_\_

### SPECIAL PRIVILEGE NEWSPAPER VENDING BOX BOND

KNOW ALL MEN BY THESE PRESENTS, that we, \_\_\_\_\_, as principal and

\_\_\_\_\_ as surety, are held and firmly bound unto the City of Milwaukee, in the penal sum of One Thousand Dollars (\$1,000.00) to be paid to the said City of Milwaukee, its successor and assigns, for which payment well and truly be made, we bind ourselves and our heirs, executors and administrators, or successors and assigns, as the case may be, jointly and severally, firmly by these presents.

SIGNED AND SEALED AND DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOW THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the above bound Principal is granted a newspaper vending box special privilege, he shall comply with all provisions of Section 115.33.5 of The Milwaukee Code of Ordinances and shall place all boxes in accordance to the guidelines set by the Commissioner of Public Works and all other ordinances of the City of Milwaukee relating to the placement of objects on the public way so as to protect fully the health, safety and welfare of the public, then this obligation shall be void, otherwise to remain in full force and effect.

This bond shall become effective on February 1, \_\_\_\_\_ and shall cover all newspaper vending place upon the public way by the principal within the City of Milwaukee, until January 31, \_\_\_\_\_, provided however, in no event shall the aggregate liability of the surety for all claims exceed the penal sum of One Thousand Dollars (\$1,000.00).

This bond may be cancelled by the surety giving to the principal and to the City Clerk of the City of Milwaukee, written notice registered mail of its intention to do so which cancellation shall be effective (30) days after receipt of notice.  
**(Corporations operating with seal, please affix).**

In presence of:

\_\_\_\_\_

(Witness)

\_\_\_\_\_

(Witness)

\_\_\_\_\_  
(Principal)

By \_\_\_\_\_  
(Signature & Title)

\_\_\_\_\_  
(Seal)  
(Surety)

By \_\_\_\_\_  
(Signature & Title)

### AFFIDAVIT

STATE OF WISCONSIN)

)ss

\_\_\_\_\_ County)

\_\_\_\_\_, being first duly sworn, on oath deposes and says that he/she is

\_\_\_\_\_ of \_\_\_\_\_,  
(Attorney in fact or Agent) (Bonding Company)

surety on the attached bond executed for \_\_\_\_\_.

Affiant further deposes and says that no officer, official or employee of the City of Milwaukee has any interest, directly or indirectly, or is receiving any premium, commission, fee, or other thing of value on account of the sale or furnishing of said policy.

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signed \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Notary Public, State of Wisconsin  
My Commission expires \_\_\_\_\_  
(Notary Seal must be affixed.)