

# Development Services

## Special Use License Application



CITY OF BRYAN  
*The Good Life, Texas Style.*

*"To assist development and improve the quality of life for the citizens of Bryan."*

Please email all application materials and drawings in PDF format to [sdrc@bryantx.gov](mailto:sdrc@bryantx.gov). Application fees may be paid by phone at 979-209-5030.

### Minimum Submittal Requirements

- \$250 application fee
- Completed and signed application form
- PDF copy of site plan showing encroachment

### For Office Use Only

Case Contacts \_\_\_\_\_

Case Number \_\_\_\_\_

### Property Owner Information

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

### Applicant Information

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

### Agent or Engineer Information

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Application is hereby made for a special use license to allow an encroachment onto public property, public right-of-way, or both, as described below:

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The special use license is for the purpose of permitting the following activity, improvement, facility, or proposed use:

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Duration of Special Use License Request:

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

**Certification**

I hereby certify that I am the owner of the above-described property for the purposes of this application. I am respectfully requesting processing and approval of the above referenced application. I agree to comply with the requirements in all applicable codes. I agree to provide all necessary information concerning this request. I certify that I have been informed and understand the regulations regarding this process as specified by City Ordinance.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Printed Name

I also hereby authorize the Applicant, Agent, and/or Engineer listed on this application to act on my behalf during the processing and presentation of this request. They shall be the principal contacts with the City in processing this application.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Printed Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Agent/Engineer's Signature

\_\_\_\_\_  
Agent/Engineer's Printed Name

If the Site Review Committee approves the encroachment, the special use license shall be issued to the licensee upon receipt of the following items:

- (1) A certificate of liability insurance, to be kept in full force and effect throughout the term of the special use license. If the policy is not so maintained, the license shall automatically become void. The conditions of the policy shall be as follows:

The insurance policy shall be issued by an insurance company authorized to do business in the State of Texas and shall be reviewed by the city attorney. The policy shall provide in substance that the insurer will defend against all claims and lawsuits which arise and will pay any final judgment of a court of competent jurisdiction against the City, its officers, agents, servants or employees and the licensee, its agents, servants or employees. The minimum amounts of such insurance shall be two hundred fifty thousand dollars and no cents (\$250,000.00) for death of or injury to any person in any one accident, five hundred thousand dollars and no cents (\$500,000.00) for death of or injury to two or more persons in any one accident, and one hundred thousand dollars and no cents (\$100,000.00) for property damage arising out of any one accident or other cause. The minimum amounts of insurance coverage may be increased by the City when it is in the best interest of the public.

The policy of insurance shall name both the licensee and the City as insurers to the full amount of the policy limits. Such policy shall insure to the benefit of any person in whose favor a judgment may be rendered, but may contain a provision that suit against the insurer may not be brought until the licensee has failed to pay the final judgment of a court of competent jurisdiction against him.

The policy shall contain a provision that it may not be cancelled, revoked or annulled by the insurer without giving the City ten days prior to written notice. The licensee shall not surrender or release such policy without filing in lieu thereof another policy complying with the requirements of this Section, or surrendering the special use license.

Neither the City or any officer or employee thereof shall be liable for the financial responsibility of any insurer, or in any manner become liable for any claim, act, or omission, relating to the licensee's use of the public right-of-way.

- (2) A hold harmless and indemnification form, in which the licensee agrees to indemnify, defend and hold harmless the City, its officers, agents, servants and employees from any and all claims, losses, damages, causes of action, suits, and liability of any kind, including all expenses of litigation for injury or death of any person, or for damage to any property, arising out of or in connection with licensee's use of the public right-of-way.

Please attach the following to this completed application form:

- (1) A plan of the area being requested for a special use license, showing all adjacent lot(s), easement(s), or other improvements contained on the public right-of-way and any and all improvements to be placed on such by the applicant.
- (2) A transmittal letter including specific information, special circumstances or conditions which apply to the request.

STATE OF TEXAS            Ø  
  Ø  
COUNTY OF BRAZOS       Ø

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

WHEREAS, \_\_\_\_\_ is desirous of placing \_\_\_\_\_ in the right-of-way in front of the property owned by \_\_\_\_\_ bearing the street address of \_\_\_\_\_, Bryan, Texas; and

WHEREAS, the placement of said \_\_\_\_\_ in the CITY OF BRYAN's right-of-way cannot be performed without the acquiescence of the said CITY OF BRYAN upon such terms and conditions as it deems necessary for the public good.

NOW, THEREFORE, for and in consideration of the acquiescence of the said CITY OF BRYAN to the placement of said \_\_\_\_\_ in the right-of-way in front of through \_\_\_\_\_, Bryan, Texas, I, \_\_\_\_\_, on my behalf and on behalf of my heirs, executors, administrators, assigns and successors, do hereby covenant and agree as follows:

I, \_\_\_\_\_, agree to indemnify, hold harmless and release the CITY OF BRYAN, its officers, agents, employees and representatives from any and all loss of cost, expense or damage resulting from or arising out of, any accident or occurrence causing injury or death to any person, or injury, destruction or loss of any property due to the placement of \_\_\_\_\_ in the right-of-way in front of the property located at \_\_\_\_\_, Bryan, Texas.

I, \_\_\_\_\_, further agree that should any action or proceedings be brought against the CITY OF BRYAN by reason of any claim related to the above-referenced \_\_\_\_\_, I, upon written notice from the CITY OF BRYAN, shall, at my own expense, resist and defend same. It is my intention that this Agreement be considered to be a covenant running with the title to the aforementioned property.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_

STATE OF TEXAS            Ø  
COUNTY OF BRAZOS       Ø

This instrument was acknowledged before me on this the \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF TEXAS