

City of Manitowoc

Stake Permit

A stake permit is required to erect any tent, canopy, bounce house/inflatables, fence, sign, or similar item that requires stakes or posts to be placed more than 6" deep in the ground on City property. Stakes may be placed in approved areas only. There is a **\$50 non-waivable fee** for a stake permit. The special event sponsor is responsible for contacting Diggers Hotline at least three (3) business days before any stakes and fence posts are driven into the ground. The sponsor must also contact the Manitowoc Fire Department for fire safety guidelines for tents. Tents must be secured with filled sand bags or water barrels. The City reserves the right to require additional insurance.

Event Name/Description: _____

Location (Park Name or Property Address): _____

Date(s) of Event: _____ Time: _____

What items will be erected or placed on City property or right-of-way?

Bounce House Yes, size _____ No

If electric, where will item be plugged in? _____

Tent or Canopy Yes, size _____ No

Fence Yes, size _____ No

Sign Yes, size _____ No

Other (describe) _____ Size _____

If electric, where will item be plugged in? _____

Permit holder MUST provide a diagram of where item(s) will be placed.

Name and address of event organizer:

Phone #: _____

Return form/diagram to:

City of Manitowoc – Parks Division
900 Quay St.
Manitowoc, WI 54220
Phone: 920-686-3580 • Fax: 920-686-6525
E-mail: parksadmin@manitowoc.org

