



# Administrative Regulations

Number AR6-2  
Issue 1

**Subject: Requests for Franchises or Permits for the Use of City Property**

**I. PURPOSE:**

The purpose of this regulation is to establish a procedure for processing applications from persons, firms or corporations requesting a franchise or permit for the use of City property.

**II. SCOPE:**

This regulation is applicable to all City departments and offices responsible directly to the City Manager. It is also requested that elective offices and other independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

**III. AMENDMENT:**

The City Manager may amend the procedures and contents set forth in this regulation from time to time as appropriate.

**IV. POLICY:**

This regulation applies to all requests for franchises or permits for the use of City property; such as, bus benches, bus stops, ambulance service, limousine service, jitneys, private school buses, taxicabs, pipelines and utilities, undergrounding public utilities, railroad crossings, and cable television.

**V. PROCEDURES:**

- (a) An applicant for a franchise or permit shall file a written application with the City Council through the office of the City Clerk in the manner and form required by City ordinance or resolution.
- (b) The Department of Public Works will serve as the Lead Agency with the responsibility for processing all applications for franchises and permits in coordination with other City departments.
- (c) The Department of Public Works will transmit copies of franchise or permit applications to affected City departments for their review and comments. The City Attorney will be requested to approve the applications as to form and if required, prepare ordinances. After approval as to form, the applications, together with any City comments, will be forwarded to the City Council for appropriate public hearings and action.
- (d) The types of franchise or permit applications and the departments responsible for their review are as follows:

• Bus Benches and Bus stops	Planning & Building & Public Works Department
• Ambulance and Limousine Services, Jitneys, Private School buses and Taxicabs	Financial Management, Planning & Building, Police and Public Works Department
• Pipelines and Utilities and Undergrounding Public Utilities	Financial Management, Fire, Planning & Building, and Public Works Departments
• Railroad Crossings and all others	Financial Management, Planning & Building, Public Works and any other affected departments.
• Cable Television	City Manager