

2026

Bench Permit Application





City of Rockford, Illinois
Public Works Department
425 East State Street, Rockford, IL 61104
Phone: 779-348-7174 Fax: (815) 967-7058
Web: www.rockfordil.gov



BENCH PERMIT APPLICATION \$79.00 permit fee per bench

APPLICANT: _____
(PLEASE PRINT)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: _____ FAX#: _____

NUMBER OF BENCHES APPLYING FOR: _____

PROPOSED LOCATION OF EACH BENCH: _____

WIDTH: _____ LENGTH: _____ HEIGHT: _____ MATERIAL TYPE: _____

INSURANCE COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

POLICY NUMBER: _____ DATES: ____/____/____ TO ____/____/____

COVERAGE AMOUNT: \$ _____

ATTACH A COPY OF YOUR CERTIFICATE OF INSURANCE.

ATTACH A DRAWING SHOWING THE LOCATION OF THE BENCH INCLUDING STREET NAMES,
INTERSECTION NAMES, BUSINESS OR HOME ADDRESS NEXT TO BENCH AND NORTH ARROW.

OWNER OF THE BENCH INSTALLS, REMOVES AND MAINTAINS THE BENCH.

ANY BENCH NOT PERMITTED WILL BE REMOVED AND BECOME PROPERTY OF THE CITY OF ROCKFORD. IF AT ANY
TIME THERE IS A NEED TO RELOCATE A BENCH, THE DEPARTMENT OF PUBLIC WORKS SHALL BE NOTIFIED BY
LETTER PRIOR TO THE RELOCATION FOR APPROVAL.

PERMIT FEE (\$79.00/BENCH): \$ _____ CHECK #: _____ CASH: _____

APPLICANT SIGNATURE: _____ DATE: _____

PUBLIC WORKS APPROVAL: _____ DATE: _____

PERMIT EXPIRES JANUARY 31, _____

EACH PERMIT EXPIRES ON JANUARY 31 OF THE FOLLOWING YEAR AND SHALL BE RENEWED ON OR
BEFORE FEBRUARY 1ST OF THAT YEAR (A NEW PERMIT IS REQUIRED FOR RENEWAL).



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Chapter 26 STREETS, SIDEWALKS AND OTHER PUBLIC PLACES

ARTICLE VIII. PUBLIC BENCHES

Sec. 26-301. Placing on streets authorized.

To aid the public in the use of the streets, it shall be lawful for persons to install and maintain on the public sidewalks and parkways benches for the free use of pedestrians and persons awaiting bus transportation, subject to the regulations, limitations and qualifications contained in this article.

(Code 1955, § 38-39; Code 1970, § 26-135; Ord. No. 2008-007-O, § 26-135, 1-22-2008)

Sec. 26-302. Permit required; approval by city engineer; expiration and renewal.

No bench shall be installed or maintained as provided in this article without a permit previously issued by the public works director. Any person desiring a permit shall submit to the city engineer a written application upon a form to be provided by the city engineer setting forth the dimensions, construction and intended location of the bench or benches for the installation or maintenance whereof a permit is sought. Said license shall expire on January 31 of each year and shall be renewed on or before February 1 of that year.

(Code 1955, § 38-40; Code 1970, § 26-136; Ord. No. 1977-115-O, 8-22-1977; Ord. No. 1991-166-O, 7-1-1991; Ord. No. 2008-007-O, § 26-136, 1-22-2008)

Sec. 26-303. Cancellation of permit.

If a permittee fails to install a bench for the use of the public at any location within 90 days of the issuance to the applicant of a permit therefor, the city engineer shall cancel the permit.

(Code 1955, § 38-41; Code 1970, § 26-137; Ord. No. 1969-272-O, 11-3-1969; Ord. No. 2008-007-O, § 26-137, 1-22-2008)

Sec. 26-304. Revocation of permit.

Any permit issued under this article may be revoked by the city engineer for violation by the permittee of any of the terms or conditions of this article.

(Code 1955, § 38-42; Code 1970, § 26-138; Ord. No. 1969-272-O, 11-3-1969; Ord. No. 2008-007-O, § 26-138, 1-22-2008)

Sec. 26-305. Specifications.

No application for the installation or maintenance of any bench shall be approved by the city engineer unless the same shall be not more than six feet in length, not to exceed 42 inches in height and 30 inches in depth. To discourage upsetting and vandalism, benches must be of heavy construction to weigh not less than 400 pounds. The end-pieces and legs shall be constructed of concrete or solid metal, the back rests shall be constructed of hardwood or plywood not less than three-quarters inch in thickness and the seats and backrests shall be constructed of hardwood or plywood not less than 1 3/4 inches in thickness. The several parts of the benches shall be joined by bolts of one-half inch or greater diameter. Corners shall be rounded and no sharp edges or protrusions shall be permitted.

(Code 1955, § 38-43; Code 1970, § 26-139; Ord. No. 1969-272-O, 11-3-1969; Ord. No. 2008-007-O, § 26-139, 1-22-2008)

Sec. 26-306. Location.

(a) The city engineer may approve applications for permits to place benches at any bus stops in the city, now or hereafter established, except as otherwise provided in this article, provided that no application shall be approved for installation of a bench at any of the following street intersections, except by resolution adopted by the city council:

- (1) State Street between Rock River and Winnebago Street.
- (2) Mulberry Street between Rock River and Winnebago Street.
- (3) Jefferson Street between Rock River and Winnebago Street.
- (4) Elm Street between Rock River and Winnebago Street.
- (5) Chestnut Street between Rock River and Winnebago Street.

(b) The city council may from time to time by ordinance add to the above list of intersections other intersections where the sidewalks by reason of increased pedestrian traffic become too congested for convenient maintenance of benches, and thereafter no permit shall be issued for the installation or maintenance of a bench at such intersection and no existing permit shall be renewed.

(Code 1955, § 38-44; Code 1970, § 26-140; Ord. No. 1969-272-O, 11-3-1969; Ord. No. 2008-007-O, § 26-140, 1-22-2008)

Sec. 26-307. Schedule of locations required.

Each permittee shall maintain in the office of the city engineer a list of all locations at which the permittee maintains benches. Such list shall be verified on the oath of the permittee or its duly authorized agent and shall at all times be current to within 30 days.

(Code 1955, § 38-45; Code 1970, § 26-141; Ord. No. 1967-272-O, 11-3-1969; Ord. No. 2008-007-O, § 26-141, 1-22-2008)

Sec. 26-308. Protests by abutting property owners.

If the owner or owners of a majority of the frontage feet upon streets within a radius of 100 feet from the location of a bench for the installation or maintenance of which a permit is sought or has been issued file a written protest stating that they will be or are adversely affected by such bench, the city engineer shall refer the protest and permit application to a committee composed of the mayor, as chairman, the director of public works, and the alderman of the ward in which such bench is located. The committee upon five days' written notice to the applicant and the protesting property owners shall hear the objections, and if it finds that any protesting property owner will suffer special damages to his property by reason of the installation or maintenance of such bench, the city engineer shall deny the application, or if a permit has already been issued, the permit shall be revoked.

(Code 1955, § 38-46; Code 1970, § 26-142; Ord. No. 1969-272-O, 11-3-1969; Ord. No. 1977-115-O, 8-22-1977; Ord. No. 2008-007-O, § 26-142, 1-22-2008)



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Sec. 26-309. Insurance required.

No application shall be approved by the city engineer unless the applicant shall file with the application a certificate of public liability insurance showing coverage to the extent of \$3,000,000.00 for death or injury of one person, \$3,000,000.00 for death or injury to more than one person and \$3,000,000.00 for property damage arising from the installation or maintenance of the applicant's bench or benches. (Code 1955, § 38-47; Code 1970, § 26-143; Ord. No. 1969-272-O, 11-3-1969; Ord. No. 1991-166-O, 7-1-1991; Ord. No. 2008-007-O, § 26-143, 1-22-2008)

Sec. 26-310. Notice of damage claims.

The city shall immediately notify the permittee of any claim filed against it that is alleged to arise from the installation or maintenance of any bench of the licensee.

(Code 1955, § 38-48; Code 1970, § 26-144; Ord. No. 2008-007-O, § 26-144, 1-22-2008)

Sec. 26-311. Installation in narrow areas.

No bench shall be installed where the distance from the curb to the property line is less than ten feet.

(Code 1955, § 38-49; Code 1970, § 26-145; Ord. No. 2008-007-O, § 26-145, 1-22-2008)

Sec. 26-312. Maintenance; advertising.

All wooden surfaces of the benches shall be kept free of splinters and shall be maintained in a smooth and well-painted condition. In areas classified as residential by the city zoning ordinance, advertising may be placed upon the front surface of the backrest of benches but not upon the rear surface of the backrest of benches, except advertising shall be prohibited on benches in R-1 single-family residential zoning districts. In areas classified as other than residential, advertising may be placed upon both the front and rear surfaces of the backrests. No bench shall carry any vulgar or obscene words or images. No sign or words that might confuse or distract traffic shall be placed on any bench.

(Code 1955, § 38-50; Code 1970, § 26-146; Ord. No. 1989-20-O, 1-23-1989; Ord. No. 2008-007-O, § 26-146, 1-22-2008)

Sec. 26-313. Removal.

Upon any revocation of any permit issued under this article, or upon the expiration of any permit under this article where the same is not renewed, the city engineer shall direct the permittee to remove the licensed bench or benches within 30 days. Upon failure of the permittee so to remove the bench or benches, the city engineer may remove such bench or benches and charge to the permittee the cost of removal and storage. Upon failure of the permittee to pay such cost within ten days of billing, the city engineer may sell such bench or benches at public sale upon three days prior notice in any newspaper of general circulation published in the city, and apply the proceeds upon the cost of sale, storage and removal, and shall return the balance, if any, to the permittee.

(Code 1955, § 38-51; Code 1970, § 26-147; Ord. No. 1969-272-O, 11-3-1969; Ord. No. 2008-007-O, § 26-147, 1-22-2008)

Sec. 26-314. Inspection.

In addition to passing upon all permit applications, the city engineer shall inspect all benches permitted under this article at least as often as once in each year in order to determine whether the permittee has complied with all the terms and conditions hereof.

(Code 1955, § 38-52; Code 1970, § 26-148; Ord. No. 2008-007-O, § 26-148, 1-22-2008)

Secs. 26-315--26-350. Reserved.