

# Newsrack / Mailbox Application



Department of City Planning | 1 Exchange Plaza, Suite 300 | Raleigh, NC 27601 | 919-996-2626  
 Submit Applications to: 1 Exchange Plaza, Suite 500

<p style="text-align: center;"><b><u>Applicant Information</u></b></p> <p><input type="checkbox"/> New</p> <p><input type="checkbox"/> Renewal</p>	<p style="text-align: center;"><b>Office Use Only</b></p> <p style="text-align: center;">20____ - 20____</p> <p>Transaction # _____</p> <p>ZN Permit # _____</p>
<b>Date</b>	
<b>Business/Corporation/LLC</b>	
<b>Mailing Address</b>	
<b>If new, provide location details:</b>	
<b>If renewal, provide encroachment address:</b>	
<b>Phone</b>	<b>Email</b>
<b>Contact Person</b>	<b>Contact Person Email</b>
<b>Name of Newsrack Publication</b>	
<b>How often do you publish?</b>	

<b>TO BE COMPLETED BY APPLICANT</b> The following items are required to process a Newsrack/Mailbox Application:		TO BE COMPLETED BY STAFF		
		YES	NO	N/A
Scaled Sketch Plan or Photographs	<input type="checkbox"/>			
Certificate of Insurance and additional insured endorsement (CG 2012 07 98)	<input type="checkbox"/>			
<a href="#">Indemnity Agreement</a>	<input type="checkbox"/>			
Permit Fee (\$15.00 per newsrack unit – not to exceed \$200.00 per publication)	<input type="checkbox"/>			