

**PWD-001
Application for the
placement of Newsracks in
the Public Ways in the City
of Boston.**

City of Boston

Public Works Department

Cover Sheet Information:

Reference City of Boston Ordinance 16-38.

- Please forward the completed application and location file to: douglas.coughlin@cityofboston.gov by December 1st or as soon as they are completed in order that the City may process them in a timely manner.
- Save the Application File as [Newsbox Application 2014 your company name]
- Save the Location File as [Newsrack Location 2014 your company name]
- Please print and sign pages 4 of 7 / 5 of 7 which are on the same sheet, and insert as a PDF, as well as the Certificate of Insurance.
- Should you have any concerns regarding the application process, please email Douglas Coughlin, Public Works Department, at douglas.coughlin@cityofboston.gov, Monday through Friday, 9:00 AM to 5:00 PM.
- License shall run till December 31st of each year.
- License renewals will begin in mid-November of each year.
- Fees:
Certificate of Compliance is \$100.00 per year. (Required for each company registered in Boston)
News Box Stickers are \$25.00 per sticker per box per year. (Required for each box)
- Send no Money with this application:
Your list of newsrack locations will be reviewed and a final approved list of locations will be sent to you.
Upon receipt of your approved list of locations and number of boxes, [please make check payable to City of Boston.](#)

Mailing address Boston Public Works
 Boston City Hall
 City Hall Plaza 02201
 Attn. Doug Coughlin

City of Boston

Public Works Department

Contact Information:

Sect 16-38.2(c) 1 &2

Please check one

- New Certificate of Compliance
- Amending Certificate of Compliance
- Renew Certificate of Compliance

Name of Publication:

Type of Publication: ___ Daily ___ Weekly ___ Monthly

Number of newsrack locations requested:

Owner/operator of publication,

Name, Address, Telephone, and Email Address:

(Email address must be capable of being accessed and monitored by multiple people)

(Email must be monitored daily as this will be the primary means of communication)

Authorized contact person,

Name, Address, 24 hour Telephone, and Email Address:

(Email address must be capable of being accessed and monitored by multiple people)

(Email must be monitored daily as this will be the primary means of communication)

City of Boston

Public Works Department

Certificate of Compliance:

Sect 16-38.3(c) (1)-(7)

Joanne Massaro, Commissioner
Boston Public Works Department
1 City Hall Square, Room 714
Boston, MA 02201

Commissioner Massaro:

I hereby certify that each location submitted by

_____ for the placement of a News rack within the public way in the City of Boston, is in conformance with the standards set forth in Chapter 16, Section 16-38.3 (c) & (d), of the City of Boston Code, entitled: "Regulating the Placement and Maintenance of Newsracks." As well as with any restrictions by the architectural, historical, or landmarks commissions; and any other applicable statute or ordinances.

(Name)

(Title)

(Date)

City of Boston

Public Works Department

Insert Certificate of Insurance here:

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Notes.

Certificate of Insurance will:

1. Name the City of Boston as additional insured.
 - a. The address is: City of Boston
One City Hall Square,
Boston, Ma 02201.
2. Include Insurance Company Address.
3. Agents Name and Phone Number.
4. Amount of coverage shall be at least:
 - a. \$ 300,000.00 for 1 to 99 news boxes;
 - b. \$ 1,000,000.00 for over 100 news boxes.

City of Boston

Public Works Department

Indemnification Agreement

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The _____[Name of Publication]_____ agrees to hold the City of Boston harmless for any damage to the news racks as the result of routine City maintenance, including but not limited to snow plowing and street cleaning, or as a result of reasonable enforcement of these provisions.

Sign _____ and date _____

City of Boston

Public Works Department

Agreement to reimburse to City for new rack removal costs

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The _____[Name of Publication]_____ agrees to pay a per newsrack removal fee in the case for all boxes left on the street in case of an emergency declared by the City.

Sign _____ and date _____

City of Boston
Public Works Department

Quarterly Inspection Schedule by Operator of Newsracks
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The ____ [Name of Publication] ____ will inspect all of its news racks for condition and placement compliance on the following dates:

Scheduled Dates for Quarterly Inspection	Verified that Condition of box is in compliance with ordinance. (yes or no)	Verified that Placement of box is in compliance with ordinance. (yes or no)	Printed Name, and signature of person who conducted the inspection.
<p style="text-align: center;">January __Insert date here__</p>			
<p style="text-align: center;">April __Insert date here__</p>			
<p style="text-align: center;">July __Insert date here__</p>			
<p style="text-align: center;">October __Insert date here__</p>			

Only the scheduled dates of inspection shall be filled in when the application is submitted.

Then after each quarterly inspection that row will be completed and the form sent to douglas.coughlin@cityofboston.gov

City of Boston

Public Works Department

Process for Submitting News rack Location Listings:

Each Location list must be written in the accompanying excel spread sheet; handwritten lists are not acceptable.

Please be as detailed and accurate as possible with your location information, this will help prevent unnecessary violations being sent out.

An excellent resource for finding exact numbered street locations for the newsrack is the City of Boston Assessing online.
www.cityofboston.gov/assessing/search

Below is a sample location:

Organization – **Boston Traveler**

At Intersection **YES**

Street # 1 – **Stuart Street**

Street #2 – **Tremont Street**

Nearest Building Number/Landmark – **240**

District (Neighborhood) - **Downtown**

Location Detail - **On Stuart Street along the side of 242 Tremont Street, on the south east corner of Stuart and Tremont Street along the back of the sidewalk approximately 15 feet east of the easterly sideline of Tremont Street.**

Distances to existing structures - **15' from light pole, 19' from parking meter**

