

## Applying for a Newsrack License

Pursuant to City Ordinance 12-67, you must obtain a License before placing a newsrack on the public way in Somerville. Generally, a license is required for each publication that wishes to place a newsrack on a city sidewalk or other public space.

### TERM:

- The license expires on April 30 and is awarded for no more than one year.

### APPLICATION CONDITIONS:

- You must apply online.
- The location(s) you select must be approved by the Traffic and Parking Department.
- The location(s) you select must be approved by the Fire Prevention Bureau.
- You must designate the City of Somerville as an Additional Insured on your business liability insurance.
- You must have paid all taxes, fees or fines owed to the City of Somerville.
- The license is not transferrable.

### FEE:

- \$50.00 annual license fee.
- \$25.00 additional annual license fee per newsrack, paid after the application is approved.

### ADDITIONAL DOCUMENTS REQUIRED:

The City requires that you upload the following documents as part of your application. The City will not process your application until these documents are included:

- The Workers' Compensation Insurance Affidavit (download the form when you apply).

### HOW TO APPLY:

Go to <http://www.somervillema.gov/citizenserve>.

- Click on "APPLY FOR A LICENSE."
- Log in, or, if this is your first online application, click on "REGISTER NOW" to create an account.
- At License Type, select "Business License."
- At Sub Type, select "Newsrack."
- Enter your Business Name.
- At "Is this application for a new or existing business location?":
  - Select "A new business location" if this is your first application.
    - Then enter your business address, and click on "FIND ADDRESS."
    - If your address is not in Somerville, select "USE THIS ADDRESS."
    - If your address is in Somerville, make sure you enter a valid address.
  - OR
  - Select "An additional license for an existing business" if you've already been licensed before.
    - At "License #" select a license you've received before.
- Answer the remaining questions.
- At Contacts, select a contact you've already entered, or, if you want the license mailed to a different address, select "Enter a new contact" and enter the mailing name and address.
- Upload the Required Documents, Accept all terms and conditions, Submit the form, and pay the required Fee.

### LICENSE CONDITIONS:

- Newsracks shall be placed parallel to and not less than 18 inches nor more than 24 inches from the edge of the curb, or, if placed near the wall of a building, shall be placed parallel to and not more than 6 inches away from the wall.
- No more than 4 newsracks shall be located per cluster on any public way. The distance of newsracks is at the discretion of the Superintendent of Inspectional Services.

- No newsrack shall be affixed, erected, installed, placed, used or maintained in any way which protrudes onto a street; or reduces the clear space for the passage of pedestrians to less than 4 feet in width; or is within:
  - a. 5 feet of any marked or unmarked crosswalk, fire hydrant, fire lane, fire call box, police call box or other emergency facility, mail box, telephone booth or stand, traffic control signal or traffic sign, or bicycle rack; or
  - b. 5 feet of any part of a curb return of a curb ramp or driveway, or in the case of a curb ramp or driveway without a curb return, within 5 feet of the point where the curb edgestone or edging begins a change in grade toward the driveway or ramp on each side thereof, or in the case of a termination of the curb, edgestone or edging without a change in grade or a turn, within 5 feet of the point of the same terminates on each side of the ramp or driveway; or
  - c. 5 feet ahead or 15 feet to the rear of any designated bus stop, taxi stand, valet parking area, loading zone or fire lane, unless such newsrack is placed against a wall that is within 4 feet of a designated bus stop, taxi stand, valet parking area, loading zone or fire land and the newsrack so placed does not project into or otherwise interfere with the unobstructed flow of pedestrian and vehicular traffic.
- No newsrack shall be chained or otherwise attached to any tree, street light post, traffic signal or sign. Newsracks, when placed side by side, may be chained or otherwise attached to one another, provided that no group of newsracks shall extend for a distance of more than 10 feet along a curb, and a space of not less than 5 feet shall separate each group of newsracks.
- No newsrack shall be used for advertising or publicity purposes other than that dealing with the display, sale or purchase of the publications dispensed therein.
- Each newsrack shall prominently display the newsrack sticker issued by the Superintendent on the top or front of the newsrack, and shall be installed or placed on the pavement in an upright, sufficiently weighted and secure position, and shall be of a type that is sturdy, completely enclosed, with a self-closing door that requires manual or mechanical release at each use.
- Each newsrack shall be maintained in a state of good repair and in a neat and clean condition, free of accumulations of outdated printed materials, trash, rubbish, debris, graffiti, or chipped, faded, peeling or cracked paint, rust or corrosion, and with structural and window parts that are not broken, misshapen, torn, peeling, or fading.
- The Licensee shall not sell, lend, lease, or in any manner transfer this license.

**QUESTIONS?**

- If you have questions, contact the City Clerk at 617-625-6600 x4110 or [cityclerk@somervillema.gov](mailto:cityclerk@somervillema.gov).