

News Rack / Mailbox Application

Office of Emergency Management & Special Events | 222 W. Hargett Street, Suite 307 | Raleigh, NC 27601 | 919-996-2200

Completed News Rack / Mailbox applications must be submitted through the [Permit and Development Portal](#)



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

| TO BE COMPLETED BY APPLICANT 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"/> | | | |
| Indemnity Agreement | <input type="checkbox"/> | | | |
| Permit Fee (\$15.00 per newsrack unit – not to exceed \$200.00 per publication) | <input type="checkbox"/> | | | |