APPLICATION REQUIREMENTS

Exception to General Hours of Operation for Skyways

An "Exception to General Hours of Operation" application must be filled out completely.

Supporting documentation and attachments must be submitted at the time of the application. Additional information will <u>not</u> be accepted or considered after DSI receives and has accepted the "exception" application.

Filing Fee

Filing fee is not applicable at this time.

Effective May 25, 2009, a filling fee of \$110.00 must be submitted with each application. Checks should be made payable to the "City of Saint Paul." Visa and Mastercard accepted.

Reasons for Request

- 1. The City Council has the authority to grant exceptions to the general hours of operation of 6 a.m. to 12:00 a.m. and 12:00 a.m. to 2 a.m. daily.
- 2. All applications and supporting documentation for an exception to the general hours of operation must be clear and concise as to how the regular hours pose an undue hardship on the applicant. A copy of the building's original skyway contract must be included with the documentation.
- 3. Your request for alternate hours should indicate how your circumstances are unique. Additionally, state how the proposed alternate hours are keeping with the spirit and intent of ordinance 140.11 (hours of operation).
- 4. Explain how your proposal of alternate hours does <u>not</u> cause logistical or financial hardships for others connected to the skyway system.
- 5. The exception request should not be based exclusively on financial considerations.

Notification

City staff will immediately notify the Skyway Governance Advisory Committee staff person and the downtown City Councilmember staff as soon as a completed application is received in DSI, indicating that an application (for review) is forthcoming.

DSI staff will review the application in a timely manner, following the appropriate steps as indicated on page 2 of the application.