



SIDEWALK CAFÉ PERMIT APPLICATION

Property Owner

Tenant / Lessee

Applicant Name (Type or Print):

Name of Establishment:

Address:

City/State/Zip:

Phone No: Fax No:

Email Address:

Signature: Date:

Total area to be used for sidewalk café: square feet.

- Annual Permit Fee: \$
< 250 square feet ~ \$250.00 annual permit fee
250 - 500 square feet ~ \$500.00 annual permit fee
> 500 square feet ~ \$750.00 annual permit fee

Will liquor be sold or consumed in the sidewalk café? Yes No

Attach to this application:

- Photograph of area for sidewalk cafe
Site Plan (minimum 8 1/2" X 11") to include:
Clearly identified measurements
North arrow & property lines
Name of adjoining streets
Width of sidewalk adjacent to café
Outdoor seating plan
Location of building entrances
Location and dimensions of proposed area for café use
Location & dimensions of existing improvements
Location & dimensions of any proposed improvements in the sidewalk area

- planters, bollards, outdoor furniture, signs, etc. Applicant is required to obtain approval from Historic and Design Review Commission (HDRC) for improvements.
Copy HDRC approval
Insurance: Letter from an insurance agent agreeing to provide coverage
Copy alcohol license/permit (if applicable)
Letter of Authorization
Signed by property owner of food-service establishment location