



Return Completed Application To
 City of Northville
 City Clerk's Office
 215 W. Main Street
 Northville, MI 48167
 248-349-1300

Cashier Code 04

Application for Outdoor Seating, Sidewalk Café, or Dining Platform Permit

Outdoor seating means an outdoor area operated by an existing restaurant or other food establishment which sells food or beverages for immediate consumption, located on a public sidewalk, or other public property, which is public through dedication or easement or public right-of-way that provides seating outside of an establishment for patrons and other persons, and contains readily removable tables, chairs, railings, or planters. This area does not provide waiter or waitress service or offer alcoholic beverages. It is unenclosed by fixed walls and is open to the air. Permit is issued in accordance with Chapter 74, Article VI of the City of Northville Code of Ordinances.

Sidewalk cafe means an outdoor dining area operated by an existing restaurant or other food establishment which sells food, beverages, or alcoholic beverages for immediate consumption, located on a public sidewalk, or other public property, which is public through dedication or easement or public right-of-way that provides waiter, waitress service or counter service and contains readily removable tables, chairs, railings, or planters. It is otherwise unenclosed by fixed walls and open to the air, except that it may have table umbrellas or other non-permanent cover. Permit is issued in accordance with Chapter 74, Article VI of the City of Northville Code of Ordinances.

Dining Platform means a platform operated by an existing restaurant or food establishment which sells food, beverages or alcoholic beverages for immediate consumption, subject to design guidelines outlined herein, located on a public sidewalk and the abutting parking space in front of the establishment for patrons and other persons. The dining platform cannot straddle two parking spaces, and can only be accessed from the sidewalk. This area provides waiter, waitress, counter and take out service. It contains readily removable tables, chairs, railings or planters, and is enclosed by a railing and open to the air, except that it may have table umbrellas and outdoor heating units. The dining platform is allowable only to businesses abutting sidewalks which are less than 16 feet. A Permit is issued in accordance with the *Outdoor Dining Platform Requirements and Guidelines* as adopted by City Council. Platform Dining applicants must conform to the requirements and *Commercial Design Standards for Platform Dining* as adopted by the Historic District Commission. **Any Deviation From the Adopted Policy or Design Standards Shall Require Review and Approval by the HDC and/or City Council.** Permits may be issued for a six-month period from May 1 – November 1. The platform must be completely removed by November 7. Upon application approval, applicants shall also execute a temporary right-of-way agreement for platform dining.

APPLICANT INFORMATION (must be the business owner)

Name _____

Address _____ City _____

State _____ Zip _____ Email _____

Phone _____ Cell _____

Complete Mailing Address (if different from above) _____

BUSINESS INFORMATION AND PROPERTY OWNER INFORMATION

Business Name _____

Business Address _____

Telephone _____ Email _____

Is the Business License current (renewed)? Yes No* *Permit will not be issued if Business License is not current

Is the business located in the Historic District? Yes No

Is the Applicant/Business Owner also the property owner? Yes No* *if you check "NO", written authorization from property owner is required.

PROPERTY OWNER INFORMATION (required if business owner is not the property owner)

Property Owner Name: _____

Mailing Address _____

City _____ State _____ Zip _____ Phone _____

I understand and support the request of the applicant to operate a Sidewalk Café, Outdoor Seating, or Dining Platform in accordance with City Ordinance or established City Policy.

Property Owner Signature _____ Date _____

SIDEWALK CAFÉ, OUTDOOR SEATING, OR DINING PLATFORM INFORMATION

This section must be completed in its entirety

Applying for (check only ONE) Sidewalk Café Outdoor Seating Dining Platform

Type of Application? New Renewal Amended Application*
(*same outdoor season as original approval)

If this is a **Renewal**, please describe proposed changes to seating plan from previous year

If this is an **Amended Application**, describe the proposed changes that deviate from your current approved permit

Does this establishment serve alcohol? Yes* No *If yes, the applicant must contact MLCC for outdoor permit approval

Is existing establishment signage in compliance with the City's sign ordinance? Yes No*

* Existing establishment signage shall be in compliance with the city sign ordinance before a permit will be granted.

Proposed Occupancy Dates _____ through _____
(see ordinance or policy for applicable maximum occupancy period)

Proposed Occupancy Hours _____
(see ordinance or policy for hours of operating restrictions)

Number of Tables _____ Color _____ Material _____
(see ordinance or policy for furnishing and design standards)

Number of Chairs _____ Color _____ Material _____
(see ordinance or policy for furnishing and design standards)

Number of Umbrellas _____ Color _____ Material _____
(see ordinance or policy for furnishing and design standards)

Describe any additional items such as railing, posts, flower boxes, planters, etc. (see ordinance or policy for furnishing and design standards)

Dimensions of City Property to be used **OR** Dining Platform Dimensions

Total Square Feet _____ (of City property to be used for café/outdoor seating **OR** size of dining platform)

Does the proposed layout provide for a 5 ft pedestrian clearance? Yes No

Describe impact to pedestrian traffic _____

SITE DEVELOPMENT PLAN

ALL applicants must submit a detailed site development plan with their application. See applicable ordinance or adopted policy for further information.

Site Development Plan must include:

1. A scale drawing of the sidewalk café, outdoor seating, or platform dining.
2. The plan must include the location of all tables, chairs, planters, landscaping, railings, benches, umbrellas, hydrants, street lighting, and other structures.
3. The plan must show the relationship of the outdoor dining area to the building entrance.

In addition to the above, a Dining Platform site development plan must also describe:

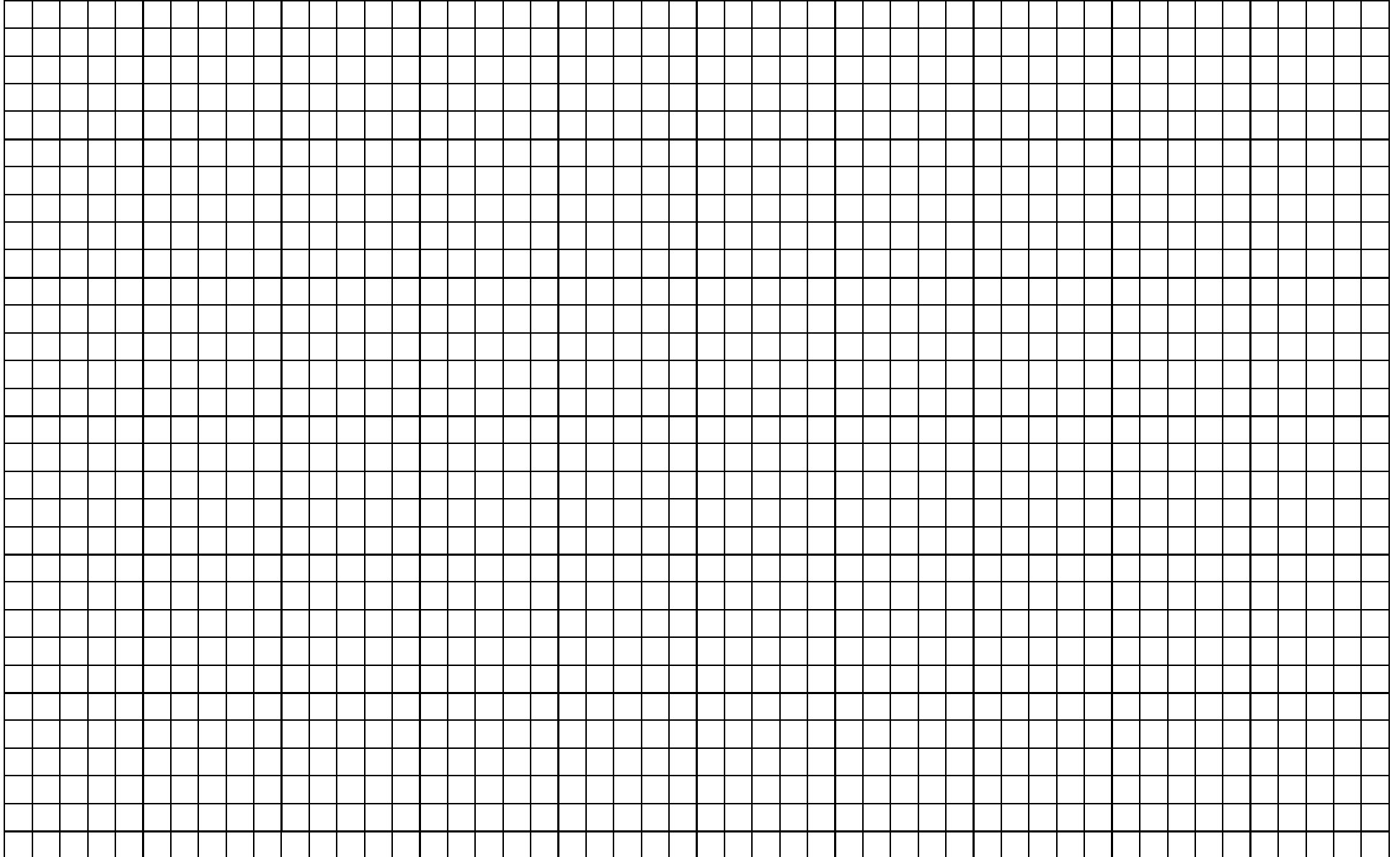
1. Design elements that will sufficiently distribute weight so as to not cause damage to asphalt street.
2. Platform height above sidewalk level at curb and street.

Use the attached Site Plan template OR provide a scale site plan (i.e. architectural plan). Applications that do not provide a scaled and detailed site plan will be returned.

DETAILED SITE PLAN for _____ (name of business)

Include all tables, chairs, umbrellas, railings, planters, A-frame signs, etc. that you plan to place and use as part of your outdoor seating, sidewalk café, or dining platform. Also, you must include ALL other street furnishings, fixtures, cross walks, etc. that currently exist in the area such as street lamp posts, trash receptacles, benches, planters, fire hydrants, cross walks, etc. A minimum of 5 ft. clearance for pedestrians is required and must be shown. All crosswalks must remain clear and unobstructed. You may contact the Building Official at 248-349-1300 ext. 2709 with any questions. The site plan submitted must be to scale or the application will be denied as incomplete.

SCALE: 1" = 5 feet



DINING SURFACES – HANDICAPPED ACCESSIBILITY

All outdoor seating, dining platforms, and sidewalk cafes must comply with the Michigan Building Code, Section 1108.2.9.1 Dining Surfaces, as follows:

Where dining surfaces for the consumption of food or drink are provided, at least 5 percent, but no less than one, of the dining surfaces for the seating and standing spaces shall be *accessible* and be distributed throughout the facility and located on a level accessed by an *accessible route*.

I have read the above section from the Michigan Building Code, Section 1108.2.9.1 Dining Surfaces, understand the requirements, and will comply with this section of the Michigan Building Code as described below:

Applicant Signature: _____ Date: _____

FEE SCHEDULE (Application fees are non-refundable. Square Footage Fee refundable upon denial only)

Annual Application Fee:	\$75.00
Amended Application Fee:	\$45.00 (same permit year / request to amend approved permit).
Serving Alcoholic Beverages:	\$ 1.25 per square foot
No Alcoholic Beverages Served:	\$ 0.85 per square foot
Permanent Structure on City Property/ROW:	\$1.85 per square foot

NEW OR RENEWAL APPLICATION

\$ 75.00 Application Fee
 \$ _____ Square Footage Fee (_____ total sq.ft. X \$.85 or \$1.25 per sq. ft.= _____)
OR
 \$ _____ Square Footage Fee - permanent structure on city property/ROW (_____) total sq.ft x \$1.85 per sq.ft)
 \$ _____ **Total Amount Due – Payable to City of Northville**

- Completed Application
- Detailed Site Development Plan (see pages 3-4 for minimum requirements)
- Certificate of Insurance (\$1M general liability, \$1M liquor liability – if applicable, City of Northville named as an additional insured for G/L and L/L. Applicant must also submit proof of a valid Workers Compensation policy)
- Copy of ENDORSEMENT from your insurer (pertains to the additional insured requirement. Required by PA 271 of 2014. Your insurer will know what this is. Permit will not be issued without receipt of Insurance Certificate AND copy of Endorsement.)
- Fee payable to *City of Northville*

AMENDED APPLICATION (for same permit year / request to amend an approved permit)

\$ 45.00 Amended Application Fee (payable to *City of Northville*)
 Completed Application
 Revised Detailed Site Development Plan (see pages 3-4 for minimum requirements)

I hereby state the foregoing information is true and complete to the best of my knowledge.

Applicant Signature _____ Date _____

OFFICE USE ONLY

POLICE DEPARTMENT

Applicant has MLCC Permit for outdoor alcohol sales Yes No N/A Previous Permit Violations Yes No

Remarks _____

Recommend: Approval Denial Signature _____ Date _____

FINANCE DEPARTMENT

Utility Bill Current Delinquent Taxes Current Delinquent A/R Current Delinquent

Remarks _____

Recommend: Approval Denial Signature _____ Date _____

DEPARTMENT OF PUBLIC WORKS

Square footage verified Yes No Five foot pedestrian clearance is provided Yes No

Is there negative impact on pedestrian access Yes No

Remarks _____

Recommend: Approval Denial Signature _____ Date _____

DOWNTOWN DEVELOPMENT AUTHORITY

Site Plan is accurate Yes No Site Plan conforms to ordinance / policy Yes No Changes needed

Remarks _____

Recommend: Approval Denial Signature _____ Date _____

FIRE DEPARTMENT

Maximum number of tables and chairs allowed per Building and Fire Codes (if tables/chairs are in an enclosed area)

Remarks _____

Recommend: Approval Denial Signature _____ Date _____

BUILDING DEPARTMENT

Meets Historic Design Standards Yes No Existing signage in conformance Yes No

Site Plan is accurate Yes No Site Plan conforms to ordinance / policy Yes No Changes needed

Site Plan from previous season approved Yes No N/A 5 ft pedestrian clearance provided Yes No

Application complies with MI Building Code 1108.2.9.1 Yes No

Remarks _____

Recommend: Approval Denial Signature _____ Date _____

CITY MANAGER

Application is: Approved _____ (Date) Denied _____ (Date) Referred back to applicant _____ (Date)

Remarks _____

Signature _____ Date _____

CITY CLERK

\$1M G/L: Yes No \$1M L/L: Yes No N/A W/C: Yes No Addtl Insured: Yes No

Endorsement: Yes No Temporary ROW Agreement Executed Yes No N/A

Permit # _____ Date mailed _____