



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

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 & PROPERTY OWNER INFORMATION

Business Name _____

Business Address _____

Telephone _____ Email _____

Business License current (renewed) Yes No Permit will not be issued if Business License is not current

All taxes, utility billings, parking tickets, or other amounts owed to the City are current Yes No
Permit will not be issued if any are delinquent

Business located in the Historic District Yes No

Applicant/Business Owner also the property owner Yes No [If no, Property owner must sign below or attach signed authorization]

Property Owner Name: _____

Mailing Address _____

City _____ State _____ Zip _____ Phone _____

I 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 _____

PERMIT TYPE REQUESTED

Type of permit you are applying for (check only ONE) Sidewalk Café Outdoor Seating Dining Platform

New [first season applying for permit]

Renewal Describe all proposed changes to outdoor seating plan that differ from the previous year's approval.

Amended Application (same outdoor season as current approved permit) **Describe all proposed changes that deviate from the current approved permit** [attach separate sheet if necessary]

For Sidewalk Café or Outdoor Seating – go to Page 3

For Dining Platform – go to Page 4

SIDEWALK CAFÉ OR OUTDOOR SEATING – must complete this page

Dimensions of City Property to be used for café/seating _____

TOTAL SQ FEET _____

Outdoor seating/café location is directly in front of your business? Yes No If No, provide address location and explain why it cannot be located in front of your business.

Written authorization from business where café/seating is proposed is attached to this application (required)

Proposed layout provides for a 5 ft pedestrian clearance Yes No

Describe any impact to pedestrian traffic:

Existing establishment signage is 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 is granted.

Establishment serves alcohol

No

Yes If yes, do you have an Outdoor Service license from the MLCC? Yes No

NOTE: If you do not have an Outdoor Service license from the MLCC, you must apply to the MLCC for an Outdoor Service Permit **AND** apply to the City of Northville’s Liquor License Review Committee. Contact Police Department at 248-349-5100 for more information.

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

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

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

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

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

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

Complete Pages 5 – 7

DINING PLATFORM – must complete this page

Dimensions of Dining Platform _____ TOTAL SQ FEET _____

Dining Platform proposed to be located in front of _____ located at _____

Dining Platform design conforms to the *Outdoor Dining Platform Requirements and Guidelines* and the *Commercial Design Standards for Platform Dining*. Yes No**

**The requirements and guidelines are available on the City’s website. Any deviations require City Council and/or Historic District Commission approval.

Proposed layout provides for a 5 ft pedestrian clearance Yes No

Describe any impact to pedestrian traffic

Existing establishment signage is 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.

Establishment serves alcohol

No

Yes If yes, do you have an Outdoor Service license from the MLCC? Yes No

NOTE: If you do not have an Outdoor Service license from the MLCC, you must apply to the MLCC for an Outdoor Service Permit **AND** apply to the City of Northville’s Liquor License Review Committee. Contact the Police Department at 248-349-5100 for more information.

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

Proposed Occupancy Hours _____
(see ordinance 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)

Complete Pages 5 – 7

OUTDOOR SEATING AND ACCESSIBILITY

All outdoor seating, dining platforms, and sidewalk cafes must comply with the applicable sections of Chapter 11 of the most recent adopted version of the Michigan Building Code pertaining to outdoor seating and accessibility. Contact the Building Official at 248-349-1300 ext. 2709 with questions pertaining to this requirement.

INSURANCE REQUIREMENTS

Certificate of Insurance

- \$1M per occurrence General Liability (ALL applicants)
- \$1M per occurrence Liquor Liability (if serving alcohol)
- Proof of a Valid Workers Compensation policy with statutory minimum limits

Required Information for Certificate of Insurance

Your insurance company must submit a valid Certificate of Insurance with the following information:

- Certificate Holder: City of Northville, 215 W. Main Street, Northville, MI 48167
- The City of Northville named as an additional insured on all applicable policies
- Certificate signed and dated by the authorized agent
- Questions from your insurance agent should be emailed to dmassa@ci.northville.mi.us

Endorsement for Additional Insured

- The Certificate of Insurance must be accompanied by a copy of your policy Endorsement(s). This is a separate document from the Certificate of Insurance.
- The policy Endorsement may be provided on a separate form, or be found in a section of your insurance policy that recognizes the City of Northville as an additional insured for all applicable policies.
- Endorsements that solely mention a lease, rental, or permit for a governmental subdivision are not accepted.

SITE DEVELOPMENT PLAN - required

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

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.

Sidewalk Café and Outdoor Seating Site Development Plan Requirements

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.

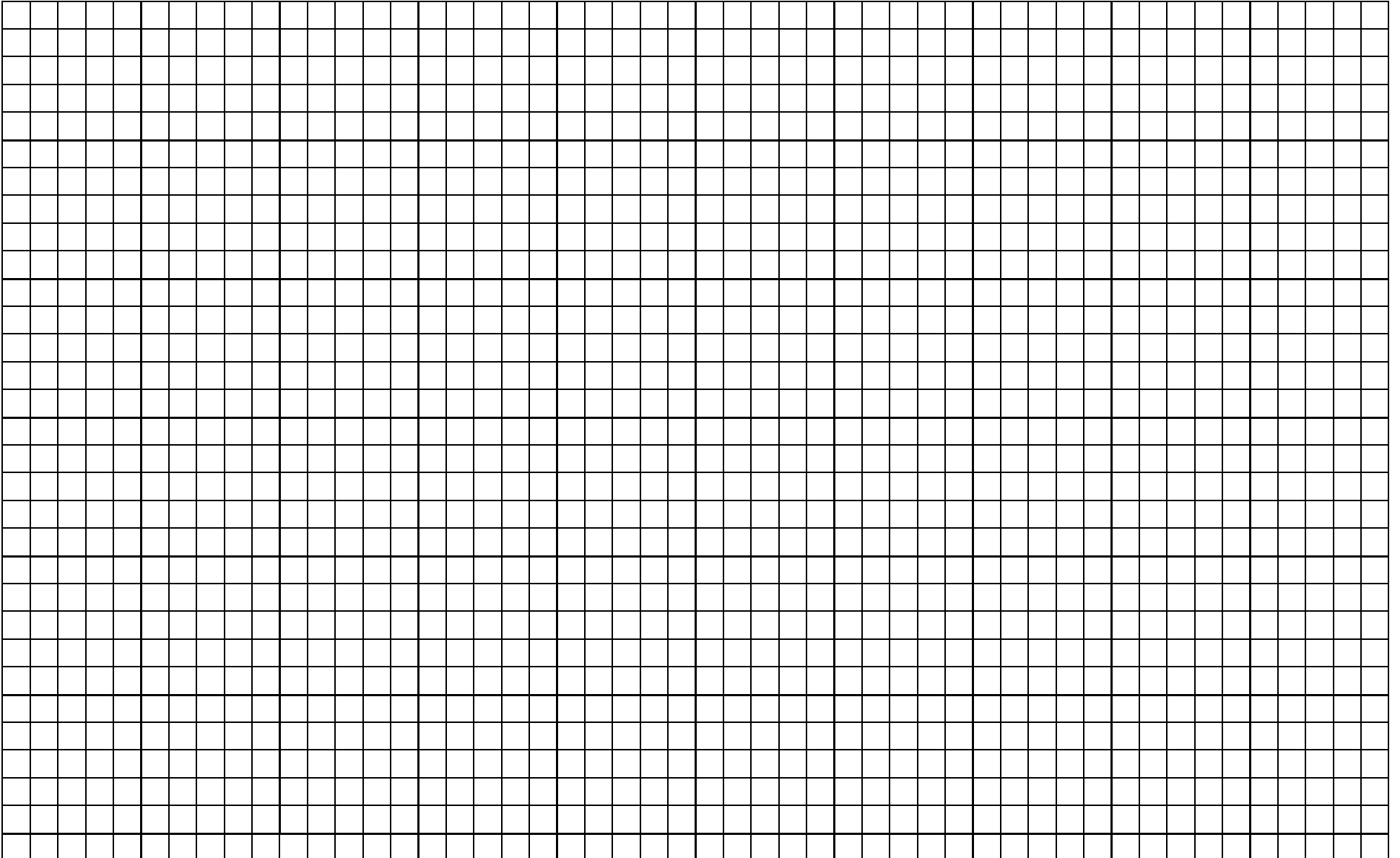
Dining Platform Site Development Plan Requirements

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

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. 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



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 [walls, fire pit, etc. permanently attached to City property]

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 (_____ total sq.ft x \$1.85 per sq.ft = _____)
\$ _____ **Total Amount Due – Payable to *City of Northville***

- Completed Application – including required signature on page 7
- Detailed Site Development Plan
- Property owner written authorization [required if applicant is not the property owner]
- Property owner written authorization [required for café/seating location that is not directly in front of business]
- Certificate of Insurance [for all applicable coverages – see Insurance Requirements section]
- Policy Endorsement
- Fee

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

SIGNATURE CERTIFICATION – must be signed by the business owner

The business owner hereby expressly acknowledges and agrees that by signing this document, the foregoing information is true and complete to the best of their knowledge. The business owner agrees to adhere to the City’s Sidewalk Café and Outdoor Seating ordinance and all adopted policies. The business owner will comply with the applicable sections of Chapter 11 of the most recent adopted version of the Michigan Building Code pertaining to outdoor seating and accessibility. The business owner understands that an outdoor seating permit shall not be issued if these requirements cannot be met. The business owner agrees to name the City of Northville as an additional insured on all applicable insurance policies as required by this application and City Ordinance and provide evidence of the same.

Business Owner _____ **Date** _____

OFFICE USE ONLY

POLICE DEPARTMENT

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

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
Negative impact on pedestrian access Yes No 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 \$1M L/L: Yes N/A W/C: Yes Addtl Insured: Yes

Policy Endorsement: Yes Temporary ROW Agreement Executed Yes N/A

Delinquent Parking Tickets Yes N/A Permit # _____ Date mailed _____