

# City of Allen Park

BUILDING DEPARTMENT  
15915 SOUTHFIELD ROAD  
ALLEN PARK, MICHIGAN 48101-2599  
PHONE: 313-928-4441 FAX: 313-928-1764  
www.cityofallenpark.org



## SIDEWALK CAFÉ LICENSE APPLICATION

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_ SECTION 1 - APPLICANT'S INFORMATION

Name of Business: \_\_\_\_\_

Name Applicant: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

I acknowledge that I shall maintain and clean the utilized right-of-way areas daily, keeping such areas clear of debris and shall promptly remove waste or food from such utilized areas.

Applicant's Signature: \_\_\_\_\_

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## SECTION 2 - OWNER'S INFORMATION

*If applicant is not the property owner, this section must be completed and signed by the property owner or a designated representative.*

Name of Property Owner: \_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail \_\_\_\_\_

I affirm that I am the owner of the property referenced in Section 1, or the owner's authorized representative, and I hereby grant permission for the Applicant named in Section 1 to operate a Sidewalk Café at the location stated.

Signature of Property Owner \_\_\_\_\_

Is this an application for a new Sidewalk Café? \_\_\_ Yes \_\_\_ No

Is your site plan attached? Yes \_\_\_ No \_\_\_ if not, when will it be submitted? \_\_\_\_\_

Number of Seats: \_\_\_\_\_ Total Square Feet: \_\_\_\_\_

Hours of operation of sidewalk café: \_\_\_\_\_

Description of nature, character of business and type of food and drink offered: \_\_\_\_\_

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**Please attach the following to this application:**

- A drawing or site plan showing the proposed layout of tables, chairs, railings, changes in sidewalk slope and any other obstructions to be placed or existing on the sidewalk or public right-of-way, showing not less than 4' of unobstructed clearance to the sidewalk or public right-of-way, and showing not less than 3' from a change in sidewalk slope. This Sidewalk Café Plan must:
  - Cover the entire area between the curb and the building, including curb line and building wall.
  - Show all existing and proposed obstructions in the area, such as trees, tree grates, benches, parking meters, light posts, proposed railing location and seating plan.
  - Contain a seating plan identifying each table and chair.
  - Show an elevation of the railing design, including method of anchoring into the sidewalk.
  - Identify all doors, windows and other openings on the building wall.
  - Be dimensioned and drawn to an engineer's scale.

**For all Sidewalk Cafés, please attach the following to this application:**

- Certificate of Insurance documenting coverage in the amount of \$1,000,000 for general and products liability and \$100,000 for property damage. The City of Allen Park shall be named as "additional insured" on the Certificate, and the Certificate must be valid for the duration of the season, which is March 1 – November 15. ***The additional insured on the certificate of insurance must read as follows:***  
**"City of Allen Park , and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers."**
- Proof of identity with full-face photograph of applicant (a photocopy of applicant's driver license is suitable to satisfy this requirement)
- Annual License Fee of \$100.00, payable to the City of Allen Park.

**Please submit this application and all required attachments  
to: City of Allen Park Building Department  
15915 Southfield  
Allen Park, MI 48101  
Phone: 313 928-1444**

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**City Clerk's Office Use  
Only**

**Received from:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\$ \_\_\_\_\_ license fee      Check # \_\_\_\_\_

Certificate of Insurance

Copy of photo identification

**NEW**

Site Plan

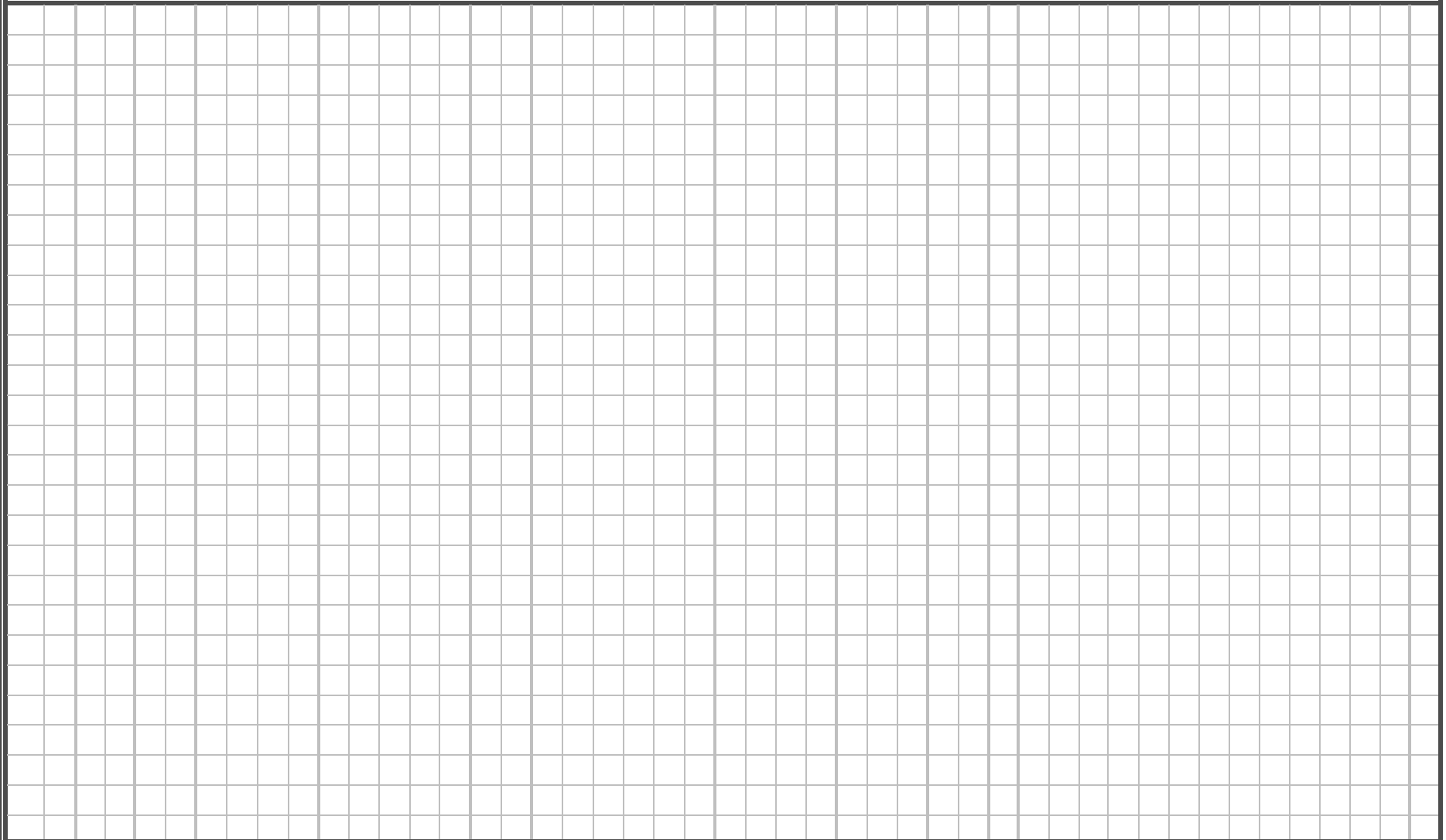
\$100 Review Fee

Departmental Approvals

**Bldg.** \_\_\_\_\_ **DPW** \_\_\_\_\_ **Police** \_\_\_\_\_

**Permit #** \_\_\_\_\_

# Sidewalk Café Site Plan



Establishment:

Site Plan must cover the entire area between the curb and building, show all existing and proposed obstructions; such as trees, tree grates, benches, parking meters, light posts, proposed railing location and seating plan. Refer to Section 4 of application for further requirements. Scale: 1" = 5'

Contact:

Phone #:

Sq. Footage:

Address: