TEMPORARY OUTDOOR SEATING REQUEST FORM

BUSINESS NAME: ___________________________ LOCATION: ___________________________

CONTACT NAME: ___________________________ CONTACT PHONE: _______________________

DESCRIPTION OF OUTDOOR SEATING BEING REQUESTED:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

IS PROPOSED OUTDOOR SEATING ON PUBLIC OR PRIVATE PROPERTY: ___________________________

IF PROPOSED OUTDOOR SEATING IS LOCATED ON PUBLIC PROPERTY PLEASE ATTACH A CERTIFICATE OF LIABILITY
INSURANCE WITH THIS REQUEST.

PROPOSED OUTDOOR SEATING PLAN (attach plot plan – please include dimensions and any emergency access routes):

PARKING PLAN (if proposed seating area is located in an area currently used for parking please provide a plan showing
the new proposed traffic flow and any additional proposed parking):

TEMPORARY STRUCTURES PROPOSED (types and location if applicable – if applicable please show on plot plan):

ADDITIONAL REQUIREMENTS (PLEASE INITIAL NEXT TO EACH AS AKNOWLEDGEMENT OF INTENT TO COMPLY):

_____ IF ALCOHOL SALES ARE PROPOSED OUTSIDE PLEASE CHECK WITH THE CITY CLERKS OFFICE FOR ANY
AMENDMENTS RELATING TO ACTIVE LIQUOR LICENSES.

_____ IF PROPOSED SEATING IS WITHIN A PARKING LOT SAFETY BARRIERS ARE REQUIRED BETWEEN PARKING AND
SEATING AREAS.

_____ TOTAL SEATING UTILIZED (EXISTING AND PROPOSED OUTDOOR) MUST NOT EXCEED WHAT IS CURRENTLY
PERMITTED AND UTILIZED DURING NORMAL OPERATION.

_____ ALL TEMPORARY MEASURES PROPOSED MUST BE REMOVED NIGHTLY OR SECURED TO PREVENT UNAUTHORIZED
USE.

_____ IF A TENT IS BEING PROPOSED IT MUST BE COMMERCIALLY RATED AND MEET ALL NFPA REQUIREMENTS.

_____ PLEASE NOTE THIS IS A REQUEST FORM ONLY – FURTHER REVIEW AND ADDITIONAL INFORMATION MAY BE
REQUIRED.

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APPLICANT SIGNATURE AND DATE