



# Sidewalk Use Permit Application

Before a Sidewalk Use Permit can be deemed complete the following must be submitted to the Community Development Department:

- \$25.00 Per Table Annual Fee (Renewable in December of each year) \*a 12.84% leasehold excise tax will be charged per table.
- Certificate of Liability Insurance from an Insurance Company—City must be named as additional insured
- A site plan of the sidewalk area between the building and curb (see page 2)

The Community Development Director will review the application and notify you if more information is needed or will deem the application complete. If the application is complete and meets all the requirements a permit will be drafted. To be valid the permit must be signed by the business owner and the Community Development Director.

Any decision of the Community Development Director or the director's designee, with respect to the issuance, refusal to issue, termination, suspension or revocation of a sidewalk use permit may be appealed to the City Council by filing a notice of intent to appeal such decision with the City Clerk within ten (10) days of the date of issuance of the decision being appealed. If an appeal from any such decision is taken, the appellant shall be required to pay a nonrefundable appeal fee in an amount of not less than one hundred dollars (\$100.00). The appeal shall include a complete statement of the reason or reasons that form the basis of the appeal. The decision of the City Council shall be final, binding and conclusive, the decision being solely within the discretion of the City Council.

Contact the Community Development Department on the first floor of City Hall or telephone (509) 962-7231 for information or help with completing the permit application.

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## SIDEWALK USE REGULATIONS

- Tables, chairs, and any barriers must allow a minimum of five linear feet of unobstructed passage between any table, chair or barrier and the outside edge of the sidewalk and between any table, chair or barrier and any other object in or on the sidewalk such as street signage or trees (see page 3).
- Table size cannot be more than 32 inches in size on any side or the diameter.
- Number of chairs shall not be more than twice the number of tables allowed by the permit.
- A maximum of one table and two chairs are allowed for each ten linear feet of the business frontage that fronts directly on the sidewalk.
- All tables and chairs and barrier must be visible directly from the interior of the business.
- The sidewalk may only be used between 7 a.m. and 10 p.m. seven days a week.
- Tables, chairs and barriers must be off the sidewalk between 10:30 p.m. and 6:30 a.m.
- If alcohol is served a barrier no less than 42 inches in height is required. The barrier must be a physical structure that bars movement between two areas and must be movable. It cannot be affixed to the sidewalk surface.
- Service of alcoholic beverages must be in accordance with the State Alcoholic Beverage Control regulations.



## SIDEWALK USE PERMIT APPLICATION

For Office Use Only:

Permit No. SUP \_\_\_\_\_ -

Date Application Complete \_\_\_\_\_

Date Permit Issued \_\_\_\_\_

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Location Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

### SITE PLAN

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In the space below or on a separate page draw a site plan of the sidewalk area between the building and street showing the following:

- Doorway and window locations of the building
- All permanent & temporary or movable sidewalk objects— City flower planters, street tree wells, street signs, bike racks, trash receptacles, street lights, A-frame signs
- Proposed seating area — # of tables & locations, # of chairs & location, barrier (if alcohol served)
- Width of sidewalk in feet (from building to curb, varies through out downtown)
- Distance in feet between sidewalk objects & barrier or seating area (5-foot minimum unobstructed passage)
- Distance in feet between each table, chair, barrier and the adjacent building and curb.

