



## Temporary Sidewalk Restaurant Seating

### LOCATION INFORMATION APPLICATION NUMBER \_\_\_\_\_ - \_\_\_\_\_

Business Address \_\_\_\_\_ Parcel Number \_\_\_\_\_

### APPLICANTS INFORMATION

Name \_\_\_\_\_ Address / PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Interest In Project \_\_\_\_\_ E-Mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### SUBJECT PROPERTY OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name \_\_\_\_\_ Address / PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### BUSINESS PROPERTY INFORMATION

Depth \_\_\_\_\_ Width \_\_\_\_\_ Size \_\_\_\_\_ Zoning District \_\_\_\_\_ Current Use \_\_\_\_\_

Check all that apply: Waterfront \_\_\_\_\_ Dunes \_\_\_\_\_ Vacant \_\_\_\_\_

### DESCRIPTION (LOCATION OF TABLES, NUMBER OF CHAIRS, HOURS OF OPERATION, DURATION OF OPERATION)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### STANDARDS AND APPLICATION REQUIREMENTS

Please submit a scaled drawing showing the following:

Y N NA

- Scaled drawing showing the location of the proposed seating,
- Sidewalk surface materials
- Adjacent Property lines,
- Curb-line and crosswalks,
- Obstructions including but not limited to trees, tree pits, signs, fire hydrants, benches, or similar features within 25 feet of proposed seating area.



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Application # \_\_\_\_\_ - \_\_\_\_\_

Please note that the restaurants with outdoor seating within the right of way shall be required to meet the following standards to receive temporary approval and before any tables or chairs can be placed within the public right-of-way.

- (1) Tables, chairs, or similar features shall not have display signage or emblems representative of the restaurant;
- (2) Outdoor seating area shall be on a fully improved surface of concrete, paver brick, or similar solid material.
- (3) If alcohol is served, area shall meet all applicable local, state, and federal regulations;
- (4) Tables must be removed from the public right-of-way when restaurant is not open;
- (5) A 5-foot wide, unobstructed space must be maintained on the sidewalk at all times to prevent pedestrian traffic obstruction;
- (6) An approved revocable usage license, issued by the City, and liability insurance shall be obtained before any tables can be placed within the right of way;
- (7) No accessory features, including but not limited to garbage cans, service stations, fencing, or similar features shall be permitted within the public right-of-way;
- (8) Seating shall be arranged to not interfere with pedestrian travel or the opening of car doors and shall be located between the front of the business and the edge of the curb;
- (9) No outdoor seating within the public right of way shall be permitted between November 1 and April 1; and
- (10) Per the moratorium approved by City Council, temporary approval may be granted for six months, or until amendments to the City Code regarding the use of public sidewalks by adjacent properties are effective, whichever occurs first. Applicants will need to seek full approval as required by the Zoning Code following the expiration.

**OFFICE USE ONLY:**  
 Application Complete \_\_\_\_\_ \$25 Fee Paid \_\_\_\_\_ Date Paid \_\_\_\_\_  
 Reviewed By \_\_\_\_\_ Approval Granted \_\_\_\_\_ Date of Approval \_\_\_\_\_  
 Notes: \_\_\_\_\_  
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