Sidewalk Café Permit Information and Application Form

CITY OF DEARBORN . PERMIT SERVICES DIVISION

APPLICATION REQUIREMENTS

☐ Completed Application Form

☐ Three (3) copies of a site plan (drawn out or marked up on an aerial photo) including:
  • Entire area between the curb and building, including the curb line and building wall with windows/doors show
  • All existing structures/obstructions between the curb and building (i.e. trees, tree grates, benches, trash
    receptacles, parking meters, fire hydrants, light posts) and any changes in sidewalk slope
  • Proposed layout of all tables, chairs, trash receptacles, railings, and other furnishings
  • Clear area (minimum 4’ wide, 6’ recommended) providing unobstructed use of the public sidewalk by
    pedestrians

☐ Permit fee: Waived until November 1, 2020

☐ Michigan Liquor Control Commission (MLCC) Request for Outdoor Service must be attached for sidewalk cafes
  which will be serving alcohol. A copy of the MLCC Outdoor Service Permit will be required prior to the city
  issuing a sidewalk café permit.

☐ State or County approvals: if the sidewalk café is to be located on a state or county road a copy of the MDOT or
  County Roads Division approval will be required prior to the city issuing a sidewalk café permit (see details
  below).

CITY OF DEARBORN SIDEWALK CAFÉ ORDINANCE
The Dearborn Code of Ordinances governs the permitting and operation of sidewalk cafes, violations are grounds for
  denial or revocation of sidewalk café permit.
  • Section 9-361: Accumulation of dirt, trash, etc. prohibited (regular cleaning by applicant is required)
  • Section 9-362: Trash receptacles required (regular emptying of receptacles by applicant is required)
  • Section 9-363: Sidewalk occupancy permits
    o Shall not unreasonably interfere with the use of the street or sidewalk are for vehicular or pedestrian travel
    o Shall not unreasonably interfere with the view of, access to or use of property adjacent to the street
    o Permit shall be displayed in manner visible to the public
    o Permit expires November 1st (all furnishings must be removed from the sidewalk by that date)

SIDEWALK CAFES ON COUNTY ROADS
  • County roads: Warren, Greenfield, Outer Drive, Oakwood, Rotunda, Pelham, Miller, Wyoming, Dix
  • Encroachment Permit from Wayne County Public Services Department, Construction Permits Office required
  • Application/instructions can be found at: https://www.waynecounty.com/departments/publicservices/engineering/construction-permit.aspx

SIDEWALK CAFES ON STATE ROADS
  • State roads: Telegraph, Michigan, Ford, Southfield
  • MDOT Right-of-Way Construction Permit required
  • Information at: https://www.michigan.gov/mdot/0,4616,7-151-9625-399737--,00.html
  • Application at: https://www.michigan.gov/mdot/0,1607,7-151-9625_72410---,00.html

ALCOHOL SERVICE IN SIDEWALK CAFES
  • Michigan Liquor Control Commission Outdoor Service permit required
  • Application at: https://www.michigan.gov/documents/lara/Outdoor_Service_Permanant_Permission_Application_LCC-204_510540_7.pdf
  • State approvals are coordinated with the Dearborn Police Special Events & Liquor Control: 313-943-2250

CONTACT INFORMATION: If you have questions regarding this permit application or process please contact Tom
  Paison at tpaison@ci.dearborn.mi.us or 313-943-4151

CONSTRUCTION DISCLAIMER: The City, MDOT and County reserve the right to require removal of cafe for maintenance
  and construction work.
I. PROPERTY INFORMATION

Name of Business: ______________________________________________

Business Address: ______________________________________________

II. REQUIRED INFORMATION SUBMITTALS

☐ Three (3) copies of a site plan (drawn out or marked up on an aerial photo) including:
  ☐ Entire area between the curb and building, showing the curb line and building wall
  ☐ Windows and doors in the adjacent building wall
  ☐ All existing structures between curb and building (trees, benches, fire hydrants, light posts, etc.)
  ☐ Any changes in sidewalk slope or grade
  ☐ Proposed layout of all tables, chairs, trash receptacles, railings, and other furnishings

☐ Clear area (minimum 4’ wide, 6’ recommended) providing unobstructed use of the public sidewalk by pedestrians

☐ Copy of MLCC Outdoor Service Permit (if alcohol will be served in the sidewalk café area)

☐ Copy of State or County permit (if the sidewalk café is to be located on a state or county road)

III. APPLICANT INFORMATION/AFFIDAVIT

Application is hereby made for a sidewalk café permit, as described in this application and the accompanying documentation, which are a part of this application. I affirm that the information provided in this application is accurate. Application and accompanying documentation will be kept on file for 180 days after review. The acceptance of the permit shall constitute an agreement to abide by all codes and ordinances enforced by the City of Dearborn. Permits expire November 1st (all furnishings must be removed from the sidewalk by that date).

NAME

ADDRESS

CITY   STATE   ZIP CODE

TELEPHONE NO.   E-MAIL ADDRESS

Preferred Method of Communication: ☐ Mail   ☐ Phone   ☐ E-Mail

SIGNATURE OF APPLICANT

☐ Approved  Comments: ____________________________________________

Plan Reviewer: _____________________________ Date: _____________________________
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.

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<tr>
<th>Establishment:</th>
<th>Contact:</th>
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<td>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.</td>
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Temporary Outdoor Service Areas on Private Property
Information & Application

CITY OF DEARBORN . ECONOMIC & COMMUNITY DEVELOPMENT

APPLICATION REQUIREMENTS (submit by email to tpaison@ci.dearborn.mi.us)

☐ Completed Application Form

☐ One digital copy of a site plan (drawn out or marked up on an aerial photo) including:
  • Entire site and close up of the area where the outdoor dining area will be located
  • All existing structures/obstructions and parking spaces
  • Proposed layout of all tables, chairs, trash receptacles, railings, and other furnishings for the dining area

☐ Michigan Liquor Control Commission (MLCC) Request for Outdoor Service must be attached for areas in which alcohol will be served. A copy of the MLCC Outdoor Service Permit will be required to be submitted to the City prior to outdoor liquor service commencing.

☐ Wayne County Health Department approvals for outdoor food service: a copy of the WCHD approval will be required prior to the city issuing an approval (see details below).

IMPORTANT DESIGN CONSIDERATIONS
• Location and configuration of dining area with regard to patron/staff safety from vehicles moving into, out of and through the site
• Location of dining area for ease of service
• Use of movable planters, fencing or other barricades to define the service area area
• Retention of convenient parking spaces for carry-out customers
• Retention of required handicap parking spaces and access to/from the building
• Retention of safe egress routes from the building in case of an emergency
• Deliveries and trash pickup

PROPERTY OWNER APPROVAL
For sites where there is more than one tenant, written approval by the property owner is required.

CITY OF DEARBORN OUTDOOR DINING ORDINANCE
The Dearborn Zoning Ordinance governs the approval and operation of outdoor dining areas on private property; violations are grounds for denial or revocation of an outdoor dining approval. In addition to general standards related to site plan review the following requirements apply:
• Permitted hours of operation: 7 a.m. to 10 p.m. (7 a.m. to 12 a.m. in the downtown areas)
• Proper site maintenance & cleanliness of the outdoor service area is the responsibility of the permit holder
• Permits can be revoked for cause (if the operation of the outdoor service area creates a nuisance or hazard)
• Approvals under this program expire November 1, 2020

OTHER CITY OF DEARBORN PERMITS
Depending on the proposal, some additional permits from the City may be required (fees waived), including:
• Tent permit (if tent/tents exceeding 400 s.f. in area are proposed)
• Electrical permit (if electrical service is to be provided to the outside from the building or by use of a generator)

WAYNE COUNTY HEALTH DEPARTMENT (OUTDOOR FOOD SERVICE ONLY)
• Application/instructions can be found at: https://www.waynecounty.com/departments/hhvs/wellness/food-service-licensing.aspx

ALCOHOL SERVICE IN OUTDOOR DINING AREAS
• Michigan Liquor Control Commission Outdoor Service permit required
• Application at: https://www.michigan.gov/documents/lara/LCC-204a_690515_7.pdf
• State approvals are coordinated with the Dearborn Police Special Events & Liquor Control: 313-943-2250

CONTACT INFORMATION: If you have questions regarding this permit application or process please contact Tom Paison at tpaison@ci.dearborn.mi.us or 313-943-4151
TEMPORARY OUTDOOR SERVICE AREAS ON PRIVATE PROPERTY APPLICATION

CITY OF DEARBORN
ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT
(submit by email to tpaison@ci.dearborn.mi.us)

I. PROPERTY INFORMATION

Name of Business: _____________________________________________________________

Business Address: ___________________________________________________________

II. REQUIRED INFORMATION SUBMITTALS

☐ One digital copy of this application form, filled out and signed
☐ One digital copy of a site plan (drawn out or marked up on an aerial photo) including:
  ☐ Entire site and close up of the area where the outdoor service area will be located
  ☐ All existing structures/obstructions and parking spaces
  ☐ Proposed layout of all tables, chairs, trash receptacles, railings, and other furnishings in the service area
  ☐ Signature of the property owner for multi-tenant sites
☐ Copy of MLCC Outdoor Service Permit (if alcohol will be served in the outdoor service area)
☐ Copy of Wayne County Health Department approval (for outdoor food service only)

III. APPLICANT INFORMATION/AFFIDAVIT

Application is hereby made for a temporary outdoor service area, as described in this application and the accompanying documentation, which are a part of this application. I affirm that the information provided in this application is accurate. Application and accompanying documentation will be kept on file for 180 days after review. The acceptance of the approval shall constitute an agreement to abide by all codes and ordinances enforced by the City of Dearborn, all approvals under this program expire November 1, 2020.

NAME

ADDRESS

CITY                      STATE                      ZIP CODE

TELEPHONE NO.               E-MAIL ADDRESS

SIGNATURE OF APPLICANT

IV. PROPERTY OWNER INFORMATION/AFFIDAVIT (only required for multi-tenant properties)

NAME

ADDRESS

CITY                      STATE                      ZIP CODE

TELEPHONE NO.               E-MAIL ADDRESS

SIGNATURE OF PROPERTY OWNER

☐ Approved Comments: ________________________________________________________________________________

Plan Reviewer: ___________________________________________ Date: __________________________

16901 MICHIGAN AVE, STE 7 • DEARBORN, MI 48126 • PHONE: (313) 943-2442

Revision Date: 6/18/20
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.
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Scale: 1" = 5'