



**SIDEWALK CAFÉ LICENSE APPLICATION**

City Clerk, Suite 204 – City Hall  
 301 Washington Ave • Bay City • MI 48708  
 (989)894-8168

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

**Sidewalk cafés are permitted on City-owned sidewalks pursuant to licensing regulations at Chapter 30, Article X of the City’s Code of Ordinances. Licensees should be aware of the following:**

The placement of commercial advertising (banners, etc.) on licensees’ café enclosure railings and on street lights, utility poles or any other improvement located on City-owned sidewalks and streets is prohibited by sign regulations at Chapter 85 of the City Code.

**BUSINESS NAME & LOCATION**

Business Name:
Business Address:

**APPLICANT INFORMATION**

Applicant’s Name:		
Applicant’s Address:		
City:	State:	Zip:
Applicant’s Phone:	Applicant’s Email:	

**CAFÉ INFORMATION**

<input type="checkbox"/> New Application <input type="checkbox"/> Renewal Application			
Will alcoholic beverages be served?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of Café:	<input type="checkbox"/> Seasonal – April 1 - November 1 <input type="checkbox"/> Partial – (must provide beginning & end dates) ____/____/____ through ____/____/____		
<i>Cafés may be established within designated on-street parking areas on or after May 15<sup>th</sup> and must be disassembled and removed from designated on-street parking areas by or before November 2.</i>			
Hours of Operation: _____ through _____			
Will live entertainment be provided?		Will loudspeakers be installed?	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Seating capacity of existing establishment:			

**BUILDING OWNER (required if applicant does not own the building/storefront in which the applicant’s business is located)**

Building Owner’s Name:		
Building Owner’s Address:		
City:	State:	Zip:
Phone:	Email:	

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## CAFÉ PLAN

This application must be submitted with a site drawing illustrating the layout of your café in relationship to your building and sidewalk. Applications submitted without drawings will be returned to applicants.

Please contact the City's Planning & Zoning Department (894-8180) if you require assistance with this requirement.

### Café Plans MUST:

1. Be prepared in black ink on plain white 8.5 inch by 11 inch paper;
2. Illustrate the location of all features and improvements listed below:
  1. The building or storefront at which your café will be located. Please indicate the width of the building or storefront in feet.
  2. The width of the sidewalk between your building/storefront and street.
  3. Show the location of and label all of the following for the café that applies:
    - Café on Sidewalk
      - A. Light fixtures, utility poles and signs.
      - B. Café enclosure. Indicate length and width of enclosure.
      - C. Tables, electrical outlets and food/beverage service equipment.
      - D. Café enclosure plan
    - Café in On-street Parking Area
      - A. Light fixtures, utility poles and signs.
      - B. Café enclosure. Indicate length and width of enclosure.
      - C. Tables, electrical outlets and food/beverage service equipment.
      - D. Café enclosure plan

## INSURANCE REQUIREMENTS

### 1. General Liability

Major and minor sidewalk cafe licenses shall carry comprehensive general liability insurance, including premises and all operations, through companies licensed and admitted to do business in Michigan, which shall provide protection from all claims of damage or injury, including death, to persons and property which may arise out of, result from, or be caused by licensee's use or occupancy of the premises or its operations conducted thereon, with occurrence and aggregate limits of not less than \$500,000 of comprehensive general liability coverage. The certificates and policies of the required comprehensive general liability insurance shall provide and be endorsed as follows:

*"The City of Bay City, its officers and employees are additional insureds. This coverage is primary to the City, and is not contributing or pro rata with any other insurance or similar protection (e.g., risk management association) which is or may be available to or carried by the City."*

### 2. Proof of Insurance

Proof of Insurance will be required prior to a license being issued by the City Clerk.

**CONTINUED ON NEXT PAGE**

**BUILDING OWNER & APPLICANT SIGNATURES**

Applicant covenants and agrees to hold harmless from, indemnify, and defend the City, its agents, officers and employees against all suits, demands, claims, judgments, liens, cost of repair or replacements of any damaged public facilities, or costs, attorney fees and expenses which may arise out of, result from, or be caused by Applicant’s sidewalk cafe. Applicant covenants and agrees to strictly comply with all terms and conditions of the Sidewalk Cafe Ordinances and further understands and agrees that the City Commission, in its sole and absolute discretion, may approve, deny, or set conditions or limitations on any sidewalk café which may be approved, or may at any time alter, amend, modify, rescind, or revoke any approval, all without recourse or remedy by the Applicant, or liability of the City. Applicant covenants and agrees, upon issuance of the Sidewalk Cafe License, to defend, indemnify, save and hold harmless the City, its officers, agents and employees, from any liability for damages resulting from any and all occupancy and operations under the License.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Building Owner’s Signature

\_\_\_\_\_  
Printed Name

**CITY CLERK USE ONLY**

License Fee:  Minor..... \$50

Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

Insurance Certificate on File:

Major..... \$100

Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

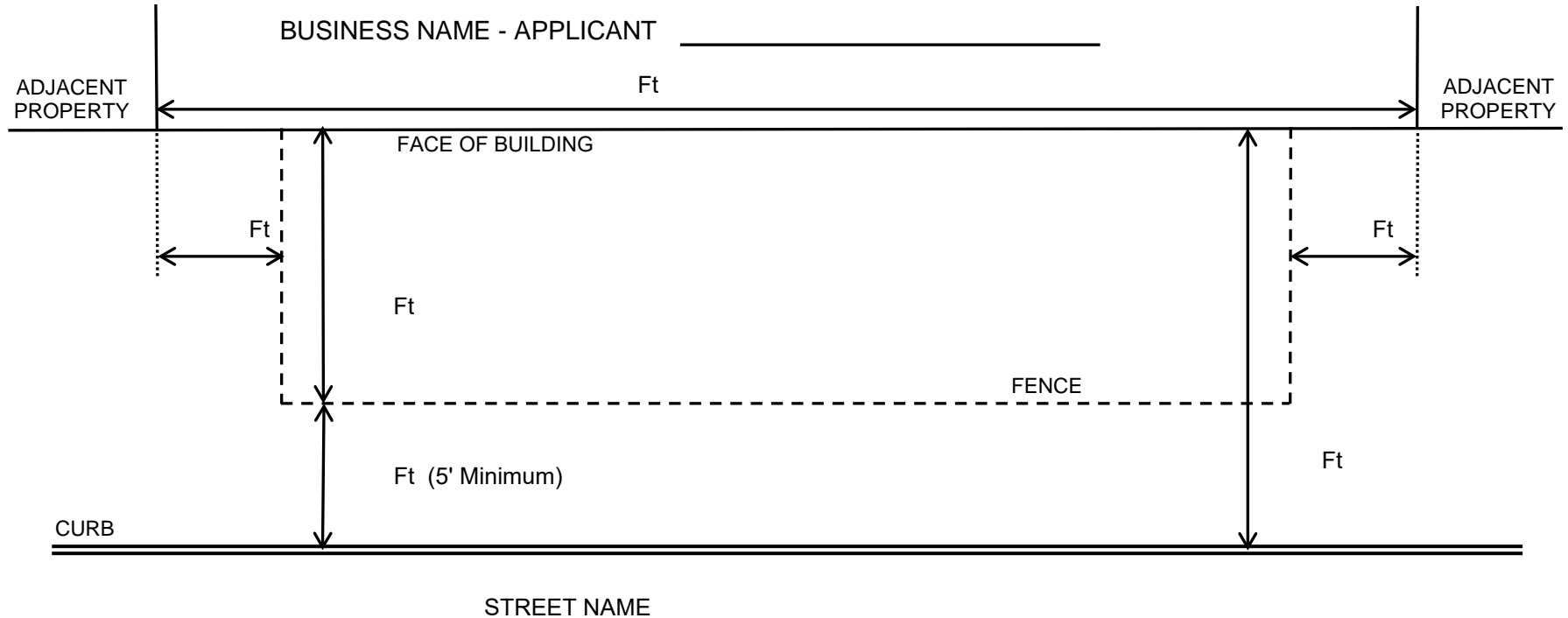
Yes  No

City Commission Approval ..... Approval Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

License No. \_\_\_\_\_ Date Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



# SIDEWALK CAFE APPLICATION WORKSHEET



- Fill in all dimensions.
- Show and dimension permanent structures:
  - Note: There must be a 3' minimum clear pedestrian path around permanent structures.
  - Light Poles
  - Trash Receptacles
  - Benches
- Show all temporary structures:
  - Planters
  - Awnings
  - Railings
  - Tables
  - Chairs
  - Trash Bins
- Show and dimension lighting and electrical outlets.