

c. Existing utilities / drainage courses within 50' of the lot(s) to be split.			
d. Location / dimensions of the existing / proposed easements, lot numbers, roadways and lot irons.			
e. Existing structures on the proposed lot(s) and all structures within 50' of the proposed lot lines.			
f. Zoning classification of the lot(s) to be split and all abutting lots.			
g. All required front, rear and side yard setbacks resulting from the requested split.			
h. Topographic information if required by the City Manager to determine grade drainage / stormwater design.			
7. A copy of all existing / proposed restrictions or covenants that apply to the land.			
8. The person to whom all correspondence concerning the division is to be directed, with specific designation of the person acting as the agent for all the other owners.			
9. Description of the Proposed Use			

IV. PLANNING COMMISSION ACTION – OFFICE USE ONLY

Approved:

Not Approved:

Plan Commission Chairperson's Signature:

V. PROPERTY OWNER'S SIGNATURE – AFTER PLAN COMMISSION APPROVAL

Applicant's Signature:

Date:



Applications for Sidewalk Café Permits can be submitted to the Community & Economic Development Department at any time. Permits are valid for one (1) year. For the initial request, a fee of \$100 is required to accompany the application. The permit can be renewed at no charge after the initial application.

A complete application with a site plan demonstrating the placement, number and encumbered area for chairs, tables, planters and/or fences or barriers and copy of the applicant's Comprehensive General Liability Insurance policy naming the City of Hamtramck as additionally insured shall be submitted to the Community & Economic Development Department.

Once a completed application is received, the Community & Economic Development Department, Building Inspector, Police and Fire review to determine compliance with the Zoning Ordinance and public safety.

Applications are generally processed within two (2) weeks of the submittal date.



New Permit - \$100

Renewal – No Fee

Date: ____ / ____ / ____

Office Use Only:

Case Number: _____ Total Fees Paid: _____

File Number: _____ Authorization: _____

I. IDENTIFICATION

APPLICANT: Last Name: _____ First Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____ Email Address: _____

Name of Food Establishment: _____ Name of Owner / Manager: _____

Business License Number: _____ Comprehensive General Liability Certificate with City named as additional insured must be attached.

II. PROPERTY

Please indicate the type and quantity of the items you wish to place within the right-of-way:

Tables & Chairs _____ Planters _____ Fences/Barriers _____

Please attach a site plan and details of anchoring system.

III. APPLICANT'S SIGNATURE

The undersigned wishes to be permitted to operate a sidewalk café, and will comply with all the Ordinances of the City of Hamtramck relative to the operation, service or act for which the permit is requested. Applicant agrees to hold the City of Hamtramck free and harmless for all liability which may be imposed upon it, to reimburse the City of Hamtramck for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the certificate was issued.

Applicant's Signature: _____ Date: _____

REQUIRED APPROVALS – OFFICE USE ONLY

<i>Department:</i>	<i>Reviewer:</i>	<i>Approval:</i>	<i>Date:</i>
Police			
Fire			
Public Services			
Community & Economic Dev.			

PERMIT APPROVAL INFORMATION – OFFICE USE ONLY

Above Conditions Approved:

Insurance Certificate Approved:

For new license, notice to adjacent property owner sent:

Date:

Permit Effective Date:

Community & Economic Development Director's Signature

Date: