



# City of Hamtramck

3401 Evaline Street Hamtramck, Michigan 48212

Telephone 313-800-5233

## Application for Sidewalk Café Permit

**This application is for the placement of tables and chairs, planters and fences/barriers in the city's right-of-way for selling and consuming food and beverages at a food service establishment (this permit is not for preparation of food and beverages, only for the sale and consumption).**

### **SECTION 1 - APPLICANT'S INFORMATION**

Name of Business: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax:(\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Which type of property are you applying to use:

Sidewalk      Parking Space (Lot)      Parking Space (Street)      Alley

If you are applying to use parking space, how many are you applying to use? \_\_\_\_\_

(A business may apply for one space per 200sq/ft of dining room space, with each business being entitled to at least one but no more than three)

### **SECTION 2 - OWNER'S INFORMATION**

If applicant is not the property owner, this section must be completed and signed by the property owner or a designated representative.

Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_, MI \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax:(\_\_\_\_) \_\_\_\_\_ email \_\_\_\_\_

I affirm that I am the owner of the property referenced in Section 1, or the owner's authorized representative, and I hereby grant permission for the Applicant named in Section 1 to operate a Sidewalk Café at the location stated.

Signature of Property Owner: \_\_\_\_\_

SECTION 3 - RENEWAL PERMITS Is this an application for renewal of an existing License Agreement?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Is this an application for a new Sidewalk Café? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is your site plan attached? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, when will it be submitted? \_\_\_\_\_

Number of Seats: \_\_\_\_\_ Total Square Feet: \_\_\_\_\_

Hours of operation of Sidewalk café: \_\_\_\_\_

Description of nature, character of business and type of food and drink offered: \_\_\_\_\_

\_\_\_\_\_  
New applicants please complete Section 4. Renewals proceed to Section 5.

#### **SECTION 4 - NEW PERMITS ONLY**

◆ Michigan Liquor Control Commission (MLCC) Request for Outdoor Service. If you wish to serve alcohol on your sidewalk café and your liquor license does not include an Outdoor Service Permit you must complete and submit this form:

[https://www.michigan.gov/documents/lara/Outdoor\\_Service\\_Permanant\\_Permission\\_Application\\_LCC-204\\_510540\\_7.pdf](https://www.michigan.gov/documents/lara/Outdoor_Service_Permanant_Permission_Application_LCC-204_510540_7.pdf)

**In order to complete that application, you will need to first secure approval of your site plan. Once you have completed your site plan, submit this application and required attachments to the City of Hamtramck Building Department [(313)800-5233 ext. 296] to schedule a special site inspection. If the site plan is approved, you will receive a provisional Sidewalk Café Permit so that you may complete the Outdoor Service Permit application.**

◆ A drawing or site plan showing the proposed layout of tables, chairs, railings, changes in sidewalk slope and any other obstructions to be placed or existing on the sidewalk or public right-of-way, This Sidewalk Café Plan must:

- o Cover the entire area between the curb and the building, including curb line and building wall.
- o Show all existing and proposed obstructions in the area, such as trees, tree grates, benches, parking meters, light posts, proposed railing location and seating plan.
- o Contain a seating plan identifying each table and chair.
- o Show an elevation of the railing design, including method of anchoring into the sidewalk.
- o Identify all doors, windows and other openings on the building wall.

o Identify placement of traffic barriers (mandatory if alleys or parking spaces will be used)

◆ \$25 one-time Review Fee

**SECTION 5 - For all Sidewalk Cafés, please attach the following to this application:**

- ◆ Certificate of Insurance documenting coverage for general and products liability and for property damage. The City of Hamtramck shall be named as “additional insured” on the Certificate, and the Certificate must be valid for the duration of the season, which is April 1 – October 31. The additional insured on the certificate of insurance must read as follows: “City of Hamtramck, and including all elected and appointed officials, all employees and volunteers, and all boards, commissions, and/or authorities and their board members.”
- ◆ A drawing or site plan showing the proposed layout of tables, traffic barriers, chairs, railings, changes in sidewalk slope and any other obstructions to be placed or existing on the sidewalk or public right-of-way
- ◆ If you plan to use parking spaces on Conant Street or Joseph Campau Avenue, please include documentation from Wayne County Department of Public Services that this use has been approved.

**REQUIRED APPROVALS**

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Name	Approval	Date
Police Dept: _____	_____	_____
Fire Dept: _____	_____	_____
Public Services: _____	_____	_____
Comm. & Econ. Dev.: _____	_____	_____
Building Department: _____	_____	_____

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CITY OF HAMTRAMCK SIDEWALK CAFÉ PERMIT

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\$25.00 fee paid: \_\_\_ Above conditions approved: \_\_\_\_\_ Insurance certificate approved: \_\_\_\_\_

For new licenses, notice to adjacent property owner sent: \_\_\_\_\_ (Date)

Permit effective date: From April 1, \_\_\_\_\_ to October 31, \_\_\_\_\_

SIDEWALK CAFÉ PERMIT APPROVED: \_\_\_\_\_

\_\_\_\_\_  
CED Director

\_\_\_\_\_  
(Date)

(Updated May 2020)