



Outdoor Seating & Dining Service Application

Outdoor dining spaces are permitted pursuant to Article 5 Zoning Districts and Section 7.28 of the City’s Zoning Ordinance, which requires an approved application and plot plan; a copy of the zoning ordinance can be found at <http://www.alpena.mi.us>. Applications and plot plans are approved by the Zoning Administrator; those requested within the Downtown Development Authority will also be approved by the DDA. Requests for outdoor seating on a public right-of-way may require approval by City Council as determined by City Staff.

OFFICE USE ONLY:

Date Received	Received by
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BUSINESS NAME & LOCATION:

Business Name
Business Address

APPLICANT INFORMATION:

Name	
Address	
Phone	Email

OUTDOOR DINING INFORMATION:

New Application Renewal Application *(Renewal required if change in Site Plan from previous approval)*

Planned time frame for use, weather permitting	
Planned hours of operation	Planned Seating Capacity



OUTDOOR DINING PLAN:

This application must be submitted with a plot plan drawing illustrating the layout of the outdoor space in relationship to the building, property, sidewalk, etc. Marked up aerial photos of the proposed site are acceptable; however, worksheet examples are also provided below. Applications submitted without drawings will be returned.

Illustrate the location and measurements of all features listed below and any others that may be applicable (see plot plan options below for reference):

- 1. The building or storefront where the space is proposed, including surrounding measurements
- 2. The width of the sidewalk area between the storefront and light posts or trees and the width available for pedestrian traffic if applicable
 - a. Note that a minimum of 36" must be available for pedestrian traffic from the outer edge of the dining space to the light posts or trees, whichever is closer
- 3. Location of light poles, trees, and bike racks
- 4. Location of proposed tables, chairs
- 5. Location of proposed signage, including A frame signs, and size of each
- 6. Location of proposed trash bins
- 7. If a fenced or sided enclosure is proposed, indicate length and width, as well as material

RESPONSIBILITIES OF THE APPLICANT:

- 1. Maintain a 36" pedestrian traffic width
- 2. Keep a clean, orderly, safe, and maintained space
- 3. Submit an updated application if changes to signage, seating, enclosures, etc. are planned
- 4. Abide by all requirements of the Michigan Liquor Control Commission if applicable
- 5. Obtain approval from MDOT for any use on a State Highway right-of-way, which include M-32 on Washington Ave, as well as Second and Third Ave from Washington to Chisholm St; US-23 which includes State and Chisholm Streets. [Link to MDOT Website](#)
- 6. Add the City as an additional insured to comprehensive general liability insurance if on a public right-of-way

INSURANCE REQUIREMENTS: *Only Required if on a public right-of-way*

- 1. General Liability - Add the City as an additional insured to comprehensive general liability insurance in the amount of \$1M.
- 2. Proof of Insurance – provide copy of insurance coverage listing City of Alpena as Additional Insured



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The Person shall defend, pay on behalf of, and hold harmless the City of Alpena, its employees, agents, public officials, and volunteers from and against any and all losses, damages, expenses, claims, suits, and demand of whatever nature resulting from damages or injuries including death, to any persons or property, and including any claim for losses that might result from Person late or defective performance, caused by or arising out of any action, omission, or operation performed in connection with work attributable to this contract; provided, however, the Person shall not be required to indemnify the city of Alpena, its employees, agents, public officials, and volunteers for any damages or injuries, including death, to any person or property caused solely and exclusively by the negligence of the City of Alpena, its employees, public officials, and volunteers.

I certify that all information on this application, accompanying plans, and attachments are complete and accurate to the best of my (our) knowledge; I understand and shall comply with all requirements outlined above and within the City Zoning Ordinance.

Applicant Signature

Applicant Printed Name

Date

Zoning Administrator Signature

Zoning Administrator Printed Name

Date

DDA Representative Signature

DDA Representative Printed Name

Date



BUSINESS NAME: _____

-Fill in Dimensions

-Show and dimension permanent and temporary fixtures where applicable:

- Tables
- Chairs
- Benches
- Trees
- Electrical Outlets
- Light Poles
- Signs (hanging & A frame)
- Bike Racks
- Planters
- Trash Bins
- Fences
- Railings
- Shape of Lot
- Adjacent Streets
- Property Line Dimensions
- Access points and egress widths

