



City of Petoskey

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • Fax 231 348-0350

APPLICATION FOR A LICENSE TO OPERATE AN OPEN-AIR FOOD-BEVERAGE SERVICE FROM A BUSINESS ESTABLISHMENT

INITIAL Application

RENEWAL Application

SECTION I – PROPERTY OWNER INFORMATION	
Name of Property Owner:	
Street Address:	
City, State, Zip Code:	
Telephone Number:	Email Address:

SECTION II – BUSINESS ESTABLISHMENT INFORMATION	
Name of Business Establishment – Operator:	
Street Address:	
City, State, Zip Code:	
Telephone Number:	Email Address:
Contact Person, Title and Telephone Number for Inspection:	

SECTION III - GENERAL APPLICATION REQUIREMENTS			
All permits, site plans and approvals are required to be on file with the City prior to issuance of an outdoor dining license.			
YES		YES	
	Site Plan Attached (<i>if renewing sidewalk dining/walkup windows and no changes from previous year please indicate "plan on file"</i>) Dining deck plans must be submitted		Application Fee Enclosed (<i>see current fee schedule at www.petoskey.us</i>)
	Certificate of General Liability Insurance (Minimum \$1 Million per occurrence) with City named as additional insured included		<i>For those with an alcohol license:</i> Certificate of Liquor Liability Insurance (Minimum \$1 Million per occurrence) naming City as additional insured included
	Copy of Emmet County Building Permit (if installing a dining deck)		Copy of application to MLCC for Outdoor Service Permanent Permission and subsequent approval (if applicable)
	Contact the City's Public Safety Department and Public Works Department to complete a final site inspection in conjunction with Emmet County Building Department's final inspection once the dining deck is installed		

SECTION IV – SITE PLAN REQUIREMENTS		
Applicant Confirms	<i>Inspections will not occur until all application materials are submitted</i>	Staff's Findings
	Has reviewed "Design Guidelines for Downtown Street Furnishings"	
	Site plan that includes: <ul style="list-style-type: none"> • Dining area dimensions indicating a minimum of 48 inches horizontal clearance and 80 inches vertical clearance are met • Contiguous adjacent buildings, including entrances and exits • Number of tables and chairs are shown and information on commercial quality provided. Enclose picture of proposed furnishings. • If approved liquor license, barrier type and location shown • Dining deck site plan must include the following: <ul style="list-style-type: none"> • Location and boundaries of the temporary outdoor dining • Defined entry and exit points • Dimensions of the temporary dining area • Furnishings (i.e. tables, chairs, planters, etc.) must be consistent with the Downtown Design Guidelines • When the dining deck is located in a parking area or within a public right-of-way, you must demonstrate that safe separation and adequate protection is provided between outdoor dining areas and pedestrian and vehicular traffic • Reflective material must be placed on the outside edge of the deck facing oncoming vehicular traffic approved by the City 	

SECTION V - FURNISHING DESCRIPTIONS	
Furniture color will be: _____	
Furniture will be: Metal Wood Composite Same as last year <i>If same furnishings as previously approved, no picture or documentation required.</i>	
Will planters be used?	Yes No
Will barrier be used?	Yes No
Will dining deck be used?	Yes No

SECTION VI – BARRIER/DINING DECK INSTALLATION

1. Before dining deck installation, an Emmet County Building permit is required. City staff will concurrently review dining deck site plans during permit application process.
2. Will barrier anchoring system and/or dining deck, either existing or new, be located within City right-of-way? (sidewalk, alley, street, etc.) Yes No

If yes, the Department of Public Works Construction Division must be contacted at 231-347-2500 for approval prior to barrier/dining deck installation. A permit to use public right-of-way may be required.

3. Draining & Utility Review

Drainage – Design of the deck and its skirting shall not interfere with the existing street drainage. Deck plans shall be reviewed by the City for drainage and may be modified so as to not interfere with the existing drainage patterns of the street. Drainage areas must remain clear of any debris and is the responsibility of the business owner.

Utilities – Access to utilities shall not be hindered by the structures. No dining decks will be approved if located in an area that blocks access to fire hydrants, electrical, water and sewer infrastructure, etc. No new utility lines shall be installed as a result of the proposed outdoor dining.

SECTION VII - APPLICANT COMMENTS

Please describe operation (numbers of wait staff, frequency of cleanup, etc.) The applicant shall be responsible for cleanup and maintenance within and around the temporary outdoor dining area which must be maintained in a clean and sanitary condition.

SECTION VIII - SIGNATURES

As the applicant for an outdoor dining license, I attest that all the information provided is correct. I agree to repair or replace any public improvements damaged by the use of the permitted space for outdoor dining as directed by the City of Petoskey.

Applicant Signature

Date

If the applicant is not the property owner, the owner must sign below.

Owner Signature

Date

CITY USE ONLY

STAFF COMMENTS

SITE CLEARANCE/FINAL INSPECTION

Public Safety Approval

Date

DESIGN REVIEW

City Planner Approval

Date

BARRIER/DINING DECK REVIEW

Public Works Approval

Date

License Issued:

License Renewed:

Denied:

License Number: _____

License effective through: _____