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OFFICE OF THE CITY CLERK

City Hall, 258 Main Street
Oneonta, NY 13820-2589

Sidewalk Café Permit Application

(Adopted by Common Council May 1, 2007)

(Signed by Mayor May 16, 2007)

1. Applicant Information

Date Submitted: _____

Name of Establishment: _____

Address: _____

Phone Number: _____

2. Contact Person (s):

Name

Address

Phone

3. Dates, Days and Hours of Operation of proposed Cafe

4. Are the following items attached to your application? (These items need to be included or application will not be considered)

a. A site plan, drawn to scale, showing proper clearance around ingress and egress to building and to fire safeguards and also identifying the proper amount of clearance on the sidewalk for pedestrian traffic. Yes _____

b. A survey map indicating property lines and that property which is owned by the applicant and that which is city owned. Yes _____

5. Will alcoholic beverages be served? Yes ____ No ____

After review of the application and it is deemed complete, the City of Oneonta will grant conditional approval to the applicant to allow application to the NYS Liquor Authority authorizing use of the outdoor area for the consumption of alcoholic beverages. Once the certificate from the NYS Liquor Authority has been issued and filed with the City of Oneonta, final approval will be given to the applicant for the sidewalk café.

6. Identify the number of tables and chairs desired for the café area. Attach a separate sheet denoting placement of tables relative to entrances, exits and sidewalks.

7. Describe the facilities and equipment to be used including whether live or mechanically produced music is to be played and the other devices needed for amplification of sound, when applicable. Attach an extra sheet if necessary.

8. List all fixtures such as fencing, decking or planters to be used and removed when the café is closed. Attach an extra sheet if necessary.

9. Does the business have liability insurance coverage? Yes ___ No ___

If yes, amount of coverage: \$ _____ InsuranceCarrier: _____

Prior to opening the sidewalk café, the applicant must submit a Certificate of Liability Insurance to the City Clerk naming the City of Oneonta as additionally insured. A Certificate of Liability Insurance **IS REQUIRED**.

10. Any additional information that the City Clerk and/or Code Enforcement Officer may find reasonably necessary for the fair determination as to whether a permit should be issued. Attach an extra sheet.

11. Signatures

Signed _____ Date: _____
(Applicant)

Signed _____ Date: _____
(City Clerk)

Signed _____ Date: _____
(Code Enforcement Officer)

12. Copies of completed application sent to:

Police Chief	_____	Date: _____
Fire Chief	_____	Date: _____
Engineering	_____	Date: _____
Downtown Developer	_____	Date: _____
Other	_____	Date: _____

13. Approval/Denial

Approved _____ Denied _____

14. Permit Issued by City Clerk on: Date: _____