

## HOW TO APPLY FOR A SIDEWALK CAFÉ PERMIT

### APPLICATION

File a sidewalk cafe application with the City of Spokane, Department of Engineering Services, located on the Third Floor of City Hall, 808 West Spokane Falls Boulevard

### APPLICATION SITE PLAN

Include an 8-1/2 X 11 inch plan of the proposed sidewalk café with your application. The site plan will need to illustrate: building frontage dimensions, sidewalk dimensions, café dimensions, street tree locations (distance to café), street furniture locations (e.g. benches, newspaper boxes), size and placement of tables, loading zones, and alleys. If an enclosure is proposed, identify the type and profile of the barriers to be used to enclose the sidewalk café and any other obstructions in the area. Placement of Sidewalk Café must leave a minimum of six (6) feet of unobstructed sidewalk. In the case of tree wells adjacent to site, a minimum of four (4) feet of clearance shall be maintained from the edge of the tree grate/well.

### FEE

Include a \$300 (non-refundable) filing fee with your application, payable to the City of Spokane.

### GENERAL REQUIREMENTS

The café will need to maintain table and chair seating for not less than 15 square feet per person per seat. Awnings, lighting and other construction will need to conform with applicable provisions of the Uniform Building Codes and applicable City codes. The area will need to be cleared when not in use as a sidewalk café or as required by the appropriate City official, and as may be necessary to accommodate deliveries to adjacent or other nearby properties.

### APPLICATION REVIEW AND APPROVAL

Once a complete application is submitted, the Department of Engineering Services will review the proposal for consistency with adopted City regulations. Copies of the application and plan will then be sent to all concerned City departments. Surrounding property owners will be notified and public notices will be posted.

After receiving approval from all applicable departments, an administrative hearing will be set, at which you and the public may offer testimony on the permit application.

### INSURANCE & LIABILITY

In order to operate an outdoor café on the public City sidewalk the café applicant will need to sign a hold harmless agreement with the City (copy attached).

In addition, the applicant will need to maintain commercial general liability coverage in the amount of \$500,000 and name the City as an additional insured.

### TEMPORARY PERMIT

A sidewalk café permit, is temporary, valid for one calendar year (January 1 to January 1), and vests no permanent right. A renewal application will need to be submitted every year after the initial application and accompanied by a \$250 renewal fee.

The City retains the right to revoke the permit with 30 days notice, posted on the premises, or without notice, in case the permitted use becomes dangerous or unsafe.