



**Return Completed App. To:**

City of Northville  
City Clerk's Office  
215 W. Main Street  
Northville, MI 48167

Cashier Code 24 (see acct breakdown)  
101-000-490.100= \$350 248-000-490.100= balance  
If fee is less than \$350, entire fee applied to 101-000.490.100

**DUE: March 27, 2024**

### Application for Outdoor Dining

The Outdoor Dining regulations are designed to allow Outdoor Dining on public property in locations where they are determined to be appropriate by the city manager or designee, and to promote and protect the public health, safety, and general welfare of the community. These general goals include, among others, the following specific purposes:

- (1) To attract residents and non-residents to downtown Northville;
- (2) To provide an additional way for restaurants or food establishments to expand their operations;
- (3) To promote Outdoor Dining as useful and properly planned visual amenities;
- (4) To provide adequate space for pedestrians on the Sidewalk adjacent to Outdoor Dining and to ensure access to adjacent commercial and retail uses;
- (5) To promote the most desirable use of land and buildings and thereby protect the city's tax revenues;
- (6) To provide for penalties for violations of this article.

#### APPLICANT INFORMATION (must be the business owner)

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Complete Mailing Address (if different from above) \_\_\_\_\_

#### BUSINESS & PROPERTY OWNER INFORMATION

Business Name \_\_\_\_\_

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

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Business License current (renewed)  Yes  No [Permit will not be issued if Business License is not current]

All taxes, utility billings, parking tickets, or other amounts owed to the City are current  Yes  No  
[Permit will not be issued if any are delinquent]

Business located in the Historic District  Yes  No

Applicant/Business Owner also the property owner  Yes  No [If no, Property owner must sign below or attach signed authorization]

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

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

*I support the request of the applicant to provide Outdoor Dining in accordance with City Ordinance or established City Policy.*

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

## PERMIT TYPE REQUESTED

Type of permit you are applying for (**check only ONE**):

New [First season applying for permit.]

Renewal Describe all proposed changes to outdoor seating plan **that differ** from the previous year's approval.

Amended Application (same outdoor season as current approved permit) **Describe all proposed changes that deviate from the current approved Permit** [attach separate sheet if necessary]

## OUTDOOR DINING

Outdoor Dining must be located directly in front of the establishment and extend only the width of the building. The seating will be located beginning 5 feet from the face of the building and extending out into the Street no greater than 8 feet. Five feet of clear Sidewalk for pedestrian and ADA use must be maintained at all times. Under no circumstances can you use the travel lane for outdoor seating.

Dimensions of City Property to be used for Outdoor Dining \_\_\_\_\_ TOTAL SQ FEET \_\_\_\_\_

Is the Outdoor Dining located directly in front of your business?  Yes  No If no, provide the location of Outdoor Dining and explain why it cannot be located solely in front of your business.

**NOTE:** Outdoor Dining may only be located immediately adjacent to the establishment with which they are associated. If the applicant wishes to extend their outdoor seating beyond the area in front of their building, a written letter of support from the adjacent property owner(s) is recommended.

Proposed layout provides for a 5 ft pedestrian clearance to provide ADA accessibility.  Yes  No

Describe impact to pedestrian traffic

Existing establishment signage is in compliance with the City's sign ordinance  Yes  No\*

\* Existing establishment signage shall be in compliance with the city sign ordinance before a permit is granted.

Establishment serves alcohol

No  Yes If yes, do you have an Outdoor Service license from the MLCC?  Yes  No

NOTE: If you do not have an Outdoor Service license from the MLCC, you must apply to the MLCC for an Outdoor Service Permit **AND** apply to the City of Northville Liquor License Review Committee. Contact Police Department at 248-349-5100 for information.

If yes, do you have a Social District license from the MLCC?  Yes  No

If yes, do you have an Additional Outdoor Bar License from the MLCC?  Yes  No

Establishment plans on providing live or amplified music within their service area?  Yes  No

NOTE: If you do plan on having these services you must apply for a Dance/Entertainment license through the MLCC along with this license.

Proposed Occupancy Dates \_\_\_\_\_ through \_\_\_\_\_

Proposed Occupancy Hours \_\_\_\_\_

(see ordinance for operating hours restrictions)

Number of Tables \_\_\_\_\_ Color \_\_\_\_\_ Material \_\_\_\_\_

(see ordinance for furnishing and design standards)

Number of Chairs \_\_\_\_\_ Color \_\_\_\_\_ Material \_\_\_\_\_

(see ordinance for furnishing and design standards)

Number of Umbrellas \_\_\_\_\_ Color \_\_\_\_\_ Material \_\_\_\_\_

(see ordinance for furnishing and design standards)

Outdoor Propane Fire Pit  Yes  No **Note: Only propane fire pits are allowed in the Social District area.**

Outdoor rugs, fake grass, etc. are not allowed to reduce the chance of tripping.

Describe additional Site Furnishing such as railing, posts, flower boxes, heaters, planters, etc. (see ordinance for furnishing and design standards)

### DURATION OF PERMIT

All permits shall be issued on an annual basis and shall expire on April 30th, unless another time frame is specified in the permit, or by the requirements of the Ordinance. The permit shall allow the operation of Outdoor Dining from May 1st to November 1st of the calendar year for which the permit is issued. To allow establishments to take advantage of good weather, operation of an Outdoor Dining area is permitted prior to May 1st and/or after November 1st on a day-by-day basis subject to restrictions. Beginning May 1st, the roads will be closed to vehicular traffic and tables and chairs may be added to the Street directly in front of the establishment as detailed in the permit. The tables, chairs, and other Site Furnishings will be required to be removed from the Street in time to reopen the Streets to vehicular traffic beginning November 1st of each year. Site Furnishings may remain on the Sidewalk as weather permits through November 1st. At no time can the Site Furnishings be stored outside year-round.

### OUTDOOR SEATING AND ACCESSIBILITY

Outdoor Dining must comply with the applicable sections of Chapter 11 of the most recent adopted version of the Michigan Building Code pertaining to outdoor seating and accessibility. Contact the Building Official at 248-349-1300 ext. 2709 with questions pertaining to this requirement.

## INSURANCE REQUIREMENTS & HOLD HARMLESS AGREEMENT

### Certificate of Insurance

- \$1M per occurrence General Liability (ALL applicants)
- \$1M per occurrence Liquor Liability (if serving alcohol)
- Proof of a Valid Workers Compensation policy with statutory minimum limits

### Required Information for Certificate of Insurance

Your insurance company must submit a valid Certificate of Insurance with the following information:

- Certificate Holder: City of Northville, 215 W. Main Street, Northville, MI 48167
- The City of Northville named as an additional insured on all applicable policies
- Certificate signed and dated by the authorized agent
- Questions from your insurance agent should be emailed to [clerk@ci.northville.mi.us](mailto:clerk@ci.northville.mi.us)

### Endorsement for Additional Insured

- The Certificate of Insurance must be accompanied by a copy of your policy Endorsement(s). This is a separate document from the Certificate of Insurance.
- The policy Endorsement may be provided on a separate form, or be found in a section of your insurance policy that recognizes the City of Northville as an additional insured for all applicable policies.
- Endorsements that solely mention a lease, rental, or permit for a governmental subdivision are not accepted.

### Hold Harmless Agreement

- The Hold Harmless Agreement attached as part of this Application for Outdoor Dining must be executed and returned with the Application.

## SITE DEVELOPMENT PLAN - required

All applicants **must** submit a detailed site development plan with their application. See applicable ordinance or adopted policy for further information.

Use the attached Site Plan template OR provide a scale site plan (i.e. architectural plan). Applications that do not provide a scaled and detailed site plan will be returned and a permit shall not be issued.

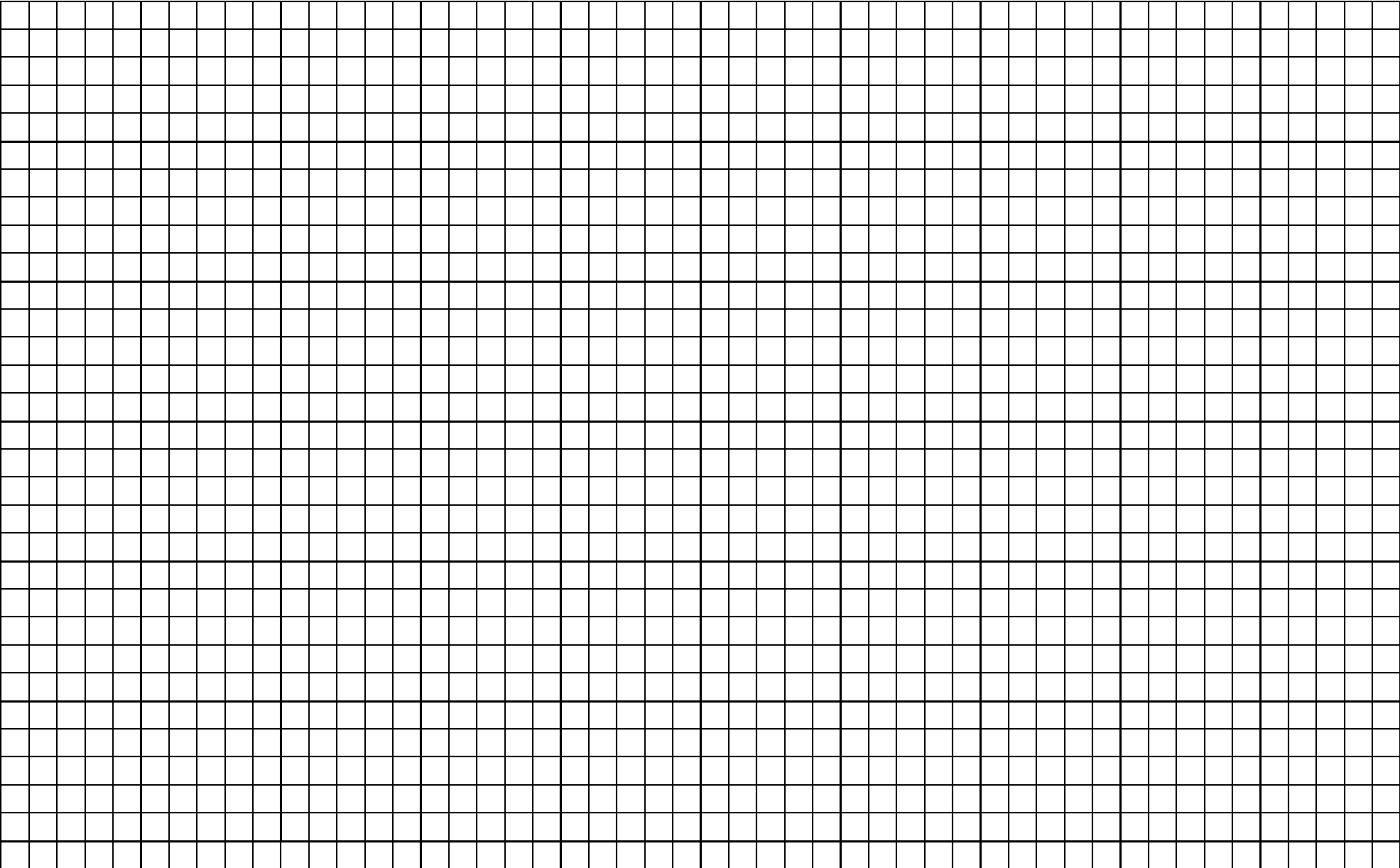
### Outdoor Dining-Development Plan Requirements

1. A scale drawing of the Outdoor Dining area.
2. The plan must include the location of all Site Furnishings and all other structures.
3. The plan must show the relationship of the Outdoor Dining area to the building entrance and neighboring businesses.

**DETAILED SITE PLAN for \_\_\_\_\_ (name of business)**

Include all tables, chairs, umbrellas, railings, planters, A-frame signs, etc. that you plan to place and use as part of your outdoor seating, sidewalk café, or dining platform. Also, you must include ALL other street furnishings, fixtures, cross walks, etc. that currently exist in the area such as street lamp posts, trash receptacles, benches, planters, fire hydrants, cross walks, etc. A minimum of 5 ft. clearance for pedestrians is required and must be shown. All crosswalks must remain clear and unobstructed. Contact the Building Official at 248-305-270 with any questions. **The site plan submitted must be to scale or the application will be denied as incomplete.**

**SCALE: 1" = 5 feet**



**AGREEMENT TO ASSUME ALL RISKS, INDEMNIFY AND HOLD HARMLESS**

To the fullest extent permitted by law, the \_\_\_\_\_ assumes all risks and agrees to defend, pay on behalf of, indemnify, and hold harmless, the City of Northville, including all of its elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees, volunteers, and any others working on behalf of the City of Northville, against any and all claims, demands, suits, or loss, including all costs connected therewith, including but not limited to attorney fees, and for any damages which maybe asserted, claimed, or recovered against or from the City of Northville, and any of its elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees, and volunteers and others working on behalf of the City of Northville, by reason of personal injury, including bodily injury or death, and/or property damage, including loss of use thereof, which arise out of or are in any way connected with or which are alleged to arise out of or alleged to be in any way connected with the event, to be held on \_\_\_\_\_ including, but not limited to, any negligence or alleged negligence on the part of the City of Northville.

Signature of person authorized to execute this agreement:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_

**FEE SCHEDULE** (Application fees are non-refundable. Square Footage Fee refundable upon denial only)

Annual Application Fee: \$75.00  
Amended Application Fee: \$45.00 (same permit year / request to amend approved permit).  
Square Footage Fee: See below

**NEW OR RENEWAL APPLICATION**  
Permit from May 1st, 2024 – November 1st, 2024

\$ 75.00 Application Fee

\$ \_\_\_\_\_ Fee – Alcohol Service ( \_\_\_\_\_ total sq.ft. X \$1.75 = \_\_\_\_\_ )

**OR**

\$ \_\_\_\_\_ Fee - No Alcohol Service ( \_\_\_\_\_ total sq.ft. X \$1.25 = \_\_\_\_\_ )

**OR**

\$ \_\_\_\_\_ Fee - Permanent Structure ( \_\_\_\_\_ total sq.ft X \$2.25 = \_\_\_\_\_ )

\$ \_\_\_\_\_ (\$25.00 - Dance/Entertainment License Fee, **only if applicable**)

\$ \_\_\_\_\_ **Total Amount Due – Payable to City of Northville**

- Completed Application – **including required signature below**
- Detailed Site Development Plan – **must be to scale**
- Property owner written authorization [required if applicant is not the property owner]
- Adjacent property owner written letter of support [required if retail space extends beyond the width of applicants' building]
- Certificate of Insurance [for all applicable coverages – see Insurance Requirements section]
- Policy Endorsement – **separate document from the Certificate of Insurance**
- Signed Hold Harmless Agreement
- Fee

**NOTE:** Outdoor Dining may be set up in the parking area of the road from May 1st to Nov 1st only. All other times the set up must be restricted to the permitted area of the Sidewalk.

**AMENDED APPLICATION** (for same permit year / request to amend an approved permit)

\$ 45.00 Amended Application Fee (payable to City of Northville)

- Completed Application – **including signature below**
- Revised** Detailed Site Development Plan

**SIGNATURE CERTIFICATION – must be signed by the business owner**

*The business owner hereby expressly acknowledges and agrees that by signing this document, the foregoing information is true and complete to the best of their knowledge. The business owner agrees to adhere to the City's Sidewalk Café and Outdoor Seating ordinance and all adopted policies. The business owner will comply with the applicable sections of Chapter 11 of the most recent adopted version of the Michigan Building Code pertaining to outdoor seating and accessibility. The business owner understands that an outdoor seating permit shall not be issued if these requirements cannot be met. The business owner agrees to name the City of Northville as an additional insured on all applicable insurance policies as required by this application and City Ordinance and provide evidence of the same. **Further, it is understood that any permit issued, including use of the street/road is subject to change if City Council reopens Main and/or Center Streets to vehicular traffic prior to the expiration of the outdoor dining permit.***

Business Owner \_\_\_\_\_ Date \_\_\_\_\_