



City of Grosse Pointe Park

Outdoor Dining Area – Annual Application Submit with Fees and Plot Plan/Layout

MARCH 2026

APPLICANT INFORMATION

Applicant Name:	Cell Phone:	Email:
Business Name:	Business Address:	
Signature of Applicant / Business Tenant:	Date:	

If you are the tenant and not the property owner, the following must also be filled out:

Property Owner Name:	Cell Phone:	Email:
Business Address:	Signature of Applicant / Business Tenant:	Date:

REQUIRED ATTACHMENTS

- **Fee** (see most current [Municipal Fee Schedule](#))
- **Plot Plan** detailing the layout of the outdoor dining area, furniture, and pedestrian access (drawn to scale and fully dimensioned).
- **Cut (model) Sheets** of any proposed furniture, including fencing, tables/chairs, umbrellas, planters, etc.
- **Insurance Certificate**, naming the City as Co-Insured.
- **Certificate of Indemnity**, signed and dated.
- If the outdoor dining area occupies a portion of a street (this does not include a sidewalk), a City **Right-of-way (ROW) Obstruction Permit** is also required.

**Must be signed to be valid.
Please return to / email at:**

City of Grosse Pointe Park
Attn: Building Department
15115 E Jefferson Ave
Grosse Pointe Park, MI 48230
building@grossepointepark.org

OFFICE USE ONLY

Public Safety Director Approval _____	Date: _____
Building Official Approval _____	Date: _____

FEES: BASE \$50.00 USE OF PUBLIC RIGHT OF WAY: \$25.00 USE OF PARKING SPACE: \$30.00/MONTH PER SPACE

15115 East Jefferson Avenue · Grosse Pointe Park, MI 48230 · 313.822.6200

grossepointepark.org

General Guidelines

1. Outdoor dining is permitted immediately adjacent to, accessory to and abutting the principal business when the building has a valid Certificate of Occupancy.
2. **Applicants are responsible for obtaining and maintaining their own general liability, premise liability, personal liability and/or product liability insurance.**
3. All provisions of the City of Grosse Pointe Park Code must be observed, and the applicant must meet all County, State, and Federal requirements for food sales, liquor control, building, fire and other relevant regulations.
4. The area must be kept free of debris and litter.
5. **By signing this form, the applicant expressly releases the City from any and all claims and/or causes of action and future employees of whatever type, wherever such claim and/or causes of action arose or arises (see attached CERTIFICATE OF INDEMNIFICATION for signature).**
6. Outdoor Dining Areas are permitted in the following zoning districts, subject to annual permit approval by the city (then valid for the calendar year).
 - » NMU, Neighborhood Mixed-Use
 - » CBD, Central Business
 - » CMU, Corridor Mixed-Use
 - » CIVC, Civic and Parks
7. If a "park-let" is proposed a construction plan is required identifying joist size and spacing, railing attachment and gutter drainage. Additionally, a detail of the barrier to be placed at the traffic side of the "park-let" must be provided. A park-let cannot be located in barrier free parking space.
8. Physical attachment to the city pavers, light poles, meters, trees, fixtures (including trash receptacles and benches) etc. is expressly prohibited.
9. Prior to use of the intended space an inspection by the Public Service Department (and Public Safety for areas with alcohol sales) is required.

Specific Regulations

(See Section 3.14: Temporary Uses of the Zoning Ordinance for details)

Pedestrian Access. If the dining area is located on a public sidewalk, a minimum of 5-feet of unobstructed, pedestrian access along the sidewalk must be maintained. Dimension the distance to any trees / light poles, etc.

Sufficient room must also be provided to allow car doors to open along the curbside (if applicable).

Hours / Months of Operation. All outdoor activity including cleaning, maintenance and closing procedures must cease at the close of business. Outdoor dining is only permitted during the months of May through November, unless otherwise approved.

Existing business hours: *(days and times)*

Proposed hours of operation for outdoor dining: *(days and times):*

Proposed dates of outdoor dining: *(starting thru closing dates)*

Outdoor Furniture. The tables, chairs, fencing, and other aspects of the cafe must be designed to be architecturally compatible with existing structures on the subject property. The tables and chairs cannot be permanently anchored to the ground.

Number of outdoor tables:	Number of outdoor seats:

Alcohol Sales. Will alcohol be served? Yes No

If yes, how will the outdoor area be fenced / delineated?

Storage. When not used in a daily fashion, the storage of the outdoor dining facility must be stored indoors.

Heating Appliances (Patio Heaters). Will portable outdoor gas-fired heating appliances be used? Yes* No

*(*If yes, additional Fire Code requirements will be triggered)*

Plot Plan Requirements. The plot plan must contain the following, as applicable: placement and size of tables, chairs, umbrellas, portable heating elements, barriers, service stations, landscaping/ plantings, utilities, awnings, canopies, lighting, host/hostess stands, entertainment, valet operations, and neighboring outdoor dining areas.

Signage. A-frame signs or other temporary signage may require a separate permit and signed agreement.

CERTIFICATE OF INDEMNIFICATION - Must be Signed and Returned with Application

Re: Outdoor Seating in Public Right-of-Way

On Behalf of Business Name: _____

Located at Business Address: _____

This letter is provided in connection with the use of the public right-of-way for outdoor dining purposes within the city of Grosse Pointe Park.

The undersigned hereby agrees to indemnify, defend, and hold harmless Grosse Pointe Park, its officers, agents, employees, and representatives from and against any and all claims, demands, damages, losses, liabilities, costs, and expenses, including reasonable attorney fees, arising out of or related to the installation, operation, maintenance, or use of outdoor seating within the public right-of-way by the restaurant.

This indemnification shall include, but not be limited to, any claims for personal injury, death, or property damage occurring in or around the outdoor seating area.

The owner/operator further agrees to maintain adequate liability insurance covering the outdoor seating area as noted in the provided proof of such insurance.

This agreement shall remain in effect for the duration of the outdoor seating use and any extensions thereof and shall be renewed annually.

Signed by (Printed Name): _____

Signature: _____ Date: _____

Exhibit A: Materials Sheet for Outdoor Dining

Example only – applicant to provide individual details and documentation.

Item	Quantity	Manufacture	Description	Dimensions (LxWxH)	Material	Color
Bistro Table	2	Lancaster	Round	30"x30"x28"	Steel	Black
Dining Chair	8	BFM Tahni	Stackable, with armrests	18"x18"x36"	Aluminum	Dark Charcoal
Umbrella and Stand	2	Lancaster	Weighted base, 50 lbs	24"x24"x12"	Base is steel / umbrellas are acrylic fabric	Black
Patio Planter	5	Cogburn	Rectangular with draining system	36"x12"x24"	Fiberglass	Dark Gray

Images:

Bistro Tables



Dining Chairs



Umbrella Stands



Patio Planters



Example only – applicant to provide individual details and documentation.

