

NORTHBROOK ANNUAL OUTDOOR DINING PERMIT

Restaurant Name: _____

Restaurant Address: _____

Primary Contact Name: _____

Primary Contact Phone: _____ - _____

Primary Contact Email: _____@_____

Property Owner Contact Name: _____

Property Owner Phone: _____ - _____

Property Owner Email: _____@_____

Please review and initial the following:

- _____ I understand and agree that the outdoor seating area must be separated from vehicles using or traveling through the parking lot by a fence, curbing, barricade, or landscaped planting areas.
- _____ I understand and agree to install signage and pavement markings to indicate any changes in traffic pattern within the parking lot due to the outdoor seating area.
- _____ I understand and agree that if the outdoor seating area is either located upon, or blocks access to one or more handicapped parking space, such spaces will be relocated and replaced on the premises in an appropriate area, with signage.
- _____ I will not serve alcohol unless I have a valid Village liquor license to do so.
- _____ I understand and agree that my license renewal will not be approved if the Village has received three or more valid written complaints, as determined by the Village Manager regarding inadequate parking during the previous license term.
- _____ I understand and agree that my license renewal will not be approved if the Village has received three or more valid written complaints, as determined by the Village Manager for issues other than inadequate parking during the previous license term.
- _____ I understand and agree, in no event shall the outdoor seating area obstruct access to any taxi stand, mailbox, curb cut, or obstruct necessary access to any fire hydrant, fire lane, fire escape, or fire door, or obstruct the clear view of any traffic signal, regulatory sign or street sign.

Requested Number of Outdoor: _____ Seats _____ Tables

Attach the following information for a complete submittal:

☐ Schematic plan showing dining area with the following:

- Locations of tables and chairs & any doors in the vicinity and how they will be unobstructed
- Locations of outdoor sanitation stations
- Walkways going around outdoor seating areas and means of separation (note: 36-inch clearance required labeled)
- Locations of any abutting parking spaces (36-inch clearance required labeled)
- Any proposed awnings or umbrellas
- Any proposed heat lamps and/or outdoor lighting

☐ Current Letter from Property Owner

☐ If a tent larger than 400 square feet with sides is proposed, complete Application for Tents from the Fire Department.

☐ If a tent greater than 700 square feet without sides is proposed, complete Application for Tents from the Fire Department.

Care should be taken with the use of any extension cords and other wires to make sure they do not pose a tripping or electrical shock hazard to employees or customers. If any temporary electrical service is proposed, an electrical permit may be required. Please contact the Electrical Inspector at 847-664-4061 or our general number 847-664-4050.

Name: _____

Signature: _____ Date of Application: ____/____/____