



## **CITY OF LONG BRANCH APPLICATION FOR SIDEWALK CAFÉ & RESTAURANT PERMIT**

Please complete this application and submit by mail, hand deliver, or email to [cityclerk@longbranch.org](mailto:cityclerk@longbranch.org). If you choose to email your application, kindly submit payment to the Clerk's office.

The undersigned hereby applies for a license to operate the facility hereinafter, describes and submits the following facts and representations for the purpose of such application:

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name of Contact:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

***PLEASE MAKE SURE THE FOLLOWING IS ATTACHED WITH YOUR APPLICATION.***

1. A letter of permission from the property owner must be submitted if the applicant does not own the property where the dining is to be located. [   ]
2. A copy of the mercantile license issued to you must be attached. [   ]
3. Certificate of Insurance must be attached \$1,000,000 minimum coverage. [   ]  
**The Certificate Holder on the Certificate of Liability Insurance should read:**  
**City of Long Branch | 344 Broadway – Long Branch, NJ 07740**
4. A sketch of the site with the location of the dining area. Show dimensions and locations of all tables, chairs and fixtures. *Seating may only be located on private property and not in the public right of way. The seating area cannot block traffic, obstruct views of oncoming traffic, interfere with parking for or hinder egress from any tenant of the building.* [   ]

|                                 |                |              |
|---------------------------------|----------------|--------------|
| <b>Application fee:</b>         | <b>\$50.00</b> | <b>[ ]</b>   |
| Additional Fee Per # of Tables: |                |              |
| 1 - 4 Tables                    | \$25.00        | [ ]          |
| 5 - 8 Tables                    | \$50.00        | [ ]          |
| 9 or More                       | \$100.00       | [ ]          |
| <b>Total Fee</b>                | <b>\$</b>      | <b>_____</b> |

**PLEASE SEE ADDITIONAL NOTES BELOW**

- Permits must comply with all applicable Fire and Health Department Regulations.
- Access must be maintained in accordance with the Americans with Disabilities Act and all applicable standards.
- All outdoor dining areas must be maintained and clean of litter.
- All permits shall be restricted to currently permitted zoning activity and shall be related to the principal commercial activities in operation on the subject property.
- All permits shall not be issued to occupy unimproved properties or areas identified as open space, preserve, drainage or detention areas, or landscape buffers.
- All permits may be revoked for failure to comply with the outlined submittal requirements, New Jersey Statutes, or City of Long Branch Municipal Code.
- A copy of the approved application must be kept on premises for review by City officials on request.
- Season of operation for permits approved per this application are held from **March 1<sup>st</sup> through November 30<sup>th</sup>**.



## CITY OF LONG BRANCH APPLICATION FOR SIDEWALK CAFÉ & RESTAURANT PERMIT

I, the undersigned, will indemnify and hold harmless, the City of Long Branch, its employees, officers and any other associates, from and against any actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the issuance of this permit.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

*FOR OFFICE USE ONLY*

RECEIVED BY CITY CLERK: \_\_\_\_\_

TOTAL PAYMENT RECEIVED: \$ \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY FIRE PREVENTION: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY ZONING OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY PUBLIC SAFETY: \_\_\_\_\_ DATE: \_\_\_\_\_

LICENSED ISSUED ON: \_\_\_\_\_ LICENSE NO.: \_\_\_\_\_