



Application No. _____

Permit No. _____

APPLICATION FOR SIDEWALK CAFÉ PERMIT

VILLAGE OF WELLINGTON
115 WILLARD MEMORIAL SQUARE
WELLINGTON, OHIO 44090
OFFICE HOURS: 8:00 A.M. TO 4:30 P.M.
PHONE#: (440) 647-4626 ext. 5 FAX#: (440) 647-2220
Zoning Coordinator: Marla Lent
Zoning Inspector: Gerald Fishbaugh
Village Manager: Steve Dupee

Name of Applicant: _____

Address: _____

Daytime Phone #: _____ Fax #: _____ Email: _____

Address or Location of Property: _____

Zoning District: _____

Name of Business: _____

Name of Business Owner: _____

Business Mailing Address: _____

Daytime Phone #: _____ Fax#: _____ Email: _____

Proposed Sidewalk Café Use: Check appropriate item(s).

____ Tables & Chairs ____ Sandwich Board Sign (Size: ____ sq. ft.)
____ Umbrellas ____ Benches ____ Items for Sale

Other/Describe: _____

Sketch:

Attach a sketch of existing sidewalk area showing all lot dimensions, including all existing structures. Show proposed placement of items, including all dimension and set-backs from all lot lines and other structures.

Location Rules and Criteria:

The application shall be reviewed for its compliance with the following criteria:

- The operation of a sidewalk café is limited to structures which are sited within ten (10) feet of a public sidewalk, and which are located in the Downtown Business District.
- The operation of a sidewalk café shall be located such that there is at least five (5) feet clear and unobstructed passageway between any tables, merchandise, materials, sign, or equipment and street trees, bike racks, lamp posts, sign posts, and any other fixtures or obstructions. Building entrances or exits shall not be obstructed. Administrator may require more than five (5) feet if necessary to protect the public safety.
- The sidewalk café may only be located in the adjacent sidewalk area to a permitted use, but may extend in front of adjacent businesses with the written consent of both the property owner and the business owner, subject to review and approval of the Administrator.
- The sidewalk café tables, merchandise, materials, sign or equipment shall be located five (5) feet from driveways and alleys, and ten (10) feet from intersections.
- No more than a **single sidewalk sign** may be used in connection with each permit. The face of a sidewalk sign shall **not exceed twelve (12) square feet**.

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- (f) The location of the sidewalk café shall be as approved by the Village Manager. Sidewalk signs shall normally be approved for placement either one (1) foot from the building or one (1) foot from the curb to promote the safe progress of sidewalk traffic.
- (g) The Village Manager shall forward all applications for review by the Police Chief.

Liability and Insurance:

Prior to the issuance of permit, permittee shall:

- (a) Furnish a signed statement, with the application, that the permittee shall defend, indemnify and hold harmless the Village, its officers and employees, from any and all claims for damages to property or injury to persons which may occur in connection with any activity carried on under the terms of the permit,
- (b) Each sidewalk café permit holder shall provide proof of liability insurance in the form of a certificate of insurance with limits no less than five hundred thousand dollars (\$500,000) per occurrence, one million dollars (\$1,000,000) aggregate and the Village of Wellington must be named on the certificate as additionally insured as a condition of the permit.

A **Sidewalk Cafe Permit Application** must be completed along with all necessary drawings, notes, specifications, proof of insurance, hold harmless statement and other pertinent information as required by the Village and returned to the Planning and Zoning Department c/o Village manager for review and approval before such use shall commence. Application shall include fees as specified by Village Ordinances.

The undersigned hereby applies for a SIDEWALK CAFÉ PERMIT for the aforementioned use, to be issued on the basis of the representations contained herein, all of which applicant certifies are true and correct.

Applicant

Date

(To be completed by Zoning Administrator)

Filed with the Village of Wellington Planning and Zoning Department on the ____ day of _____, 20____.
Fee Paid: \$_____ Permit Fee: \$5.00 for single sign and \$20.00 for all other sidewalk café uses.
Date Paid: _____

SIDEWALK CAFÉ PERMIT

Upon the basis of Application No. _____, the statements of which are made a part hereof, the proposed usage is (Found/Not Found) to be in accordance with the Village of Wellington Code and is hereby (Approved/Rejected) for the _____ Zoning District.

Permit No. _____ Date Approved: _____

Village Manager

Comments: _____

If application is rejected, state reason for rejection: _____

Each approved permit shall be valid from April 1st through December 1st of the year in which it was issued. Permit is non-transferable. The Village Manager may deny, revoke or suspend the permit if any provisions of Chapter 765 are violated.

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SKETCH

Include a fully dimensioned scale site plan of the area for the proposed sidewalk café. Note the location and description of any tables, materials, merchandise, sign or equipment requested to be in the right of way.