City of Grosse Pointe Park

Outdoor Dining Area – Annual Application

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.

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

FOR OFFICE USE ONLY

Approved	Public Safety Director	Building Department
	DATE:_____	DATE:_____

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.**

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.

Exhibit A: Materials Sheet for Outdoor Dining

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"×12"×24"	Fiberglass	Dark Gray

Images:

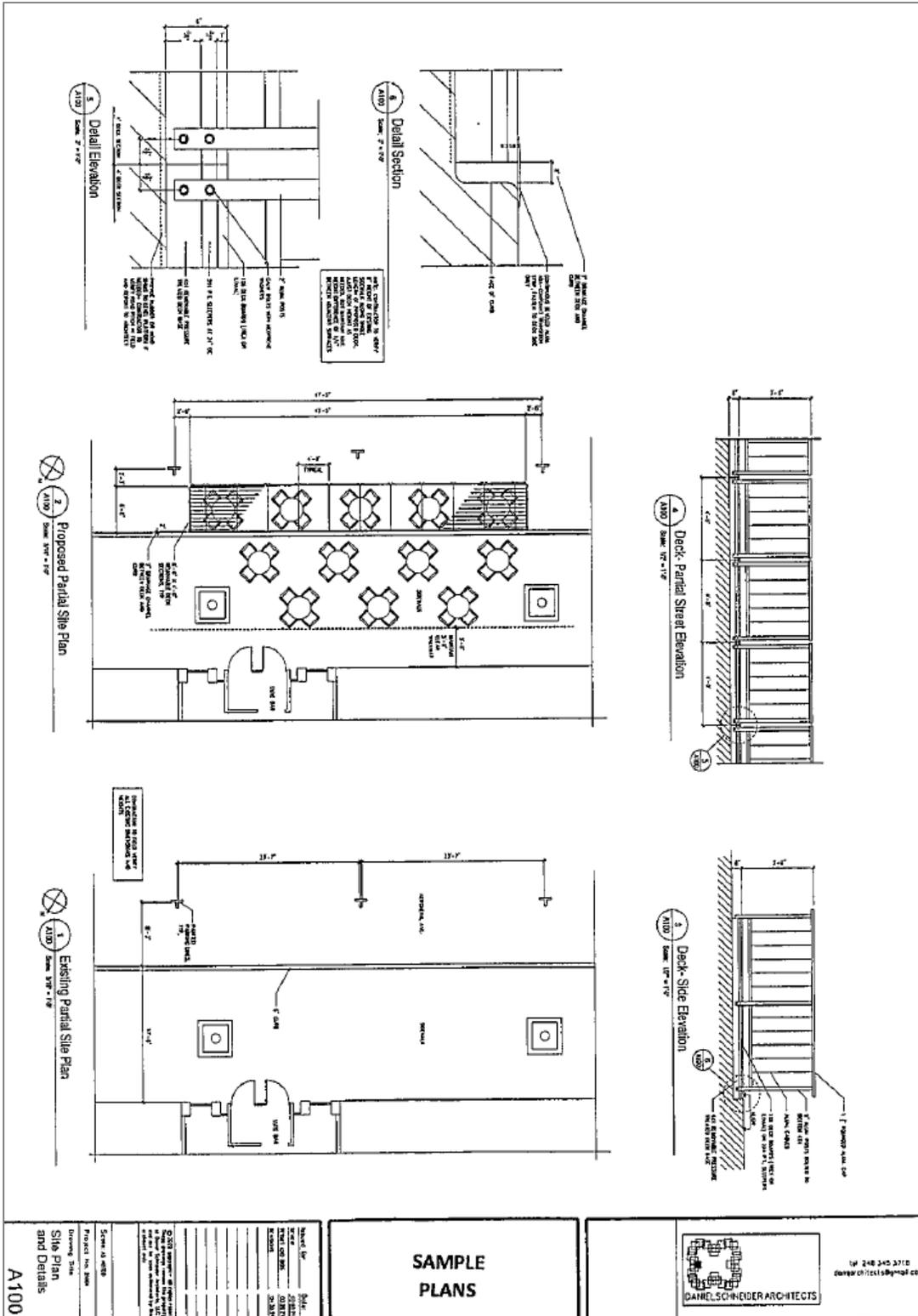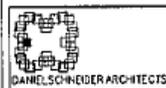| Bistro Tables	Dining Chairs

Umbrella Stands	Patio Planters

Exhibit B: Plot Plan for Outdoor Dining

Example only – applicant to provide individual details and documentation.