

**CITY OF FERNDALE  
SIDEWALK CAFÉ LICENSE AGREEMENT APPLICATION**

**Date of Application:** \_\_\_\_/\_\_\_\_/ 2008

**SECTION 1 APPLICANT'S INFORMATION**

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

**Name of Applicant:** \_\_\_\_\_

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

**Telephone:** (\_\_\_\_) \_\_\_\_\_ **Fax:**(\_\_\_\_) \_\_\_\_\_ **Email** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

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**SECTION 2 OWNER'S INFORMATION**

*If applicant is not the property owner, this section must be completed and signed by the property owner or a designated representative.*

**Name of Property Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City** \_\_\_\_\_, **MI** \_\_\_\_\_

**Telephone:** (\_\_\_\_) \_\_\_\_\_ **Fax:**(\_\_\_\_) \_\_\_\_\_ **email** \_\_\_\_\_

I affirm that I am the owner of the property referenced in Section 1, or the owner's authorized representative, and I hereby grant permission for the Applicant named in Section 1 to operate a Sidewalk Café at the location stated.

**Signature of Property Owner** \_\_\_\_\_

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**SECTION 3 RENEWAL PERMITS**

**Is this an application for renewal of an existing License Agreement?** \_\_\_\_ **Yes** \_\_\_\_  
**No**

**Does applicant agree to utilize existing anchoring sites in the sidewalk for securing required railings?** \_\_\_\_ **Yes** \_\_\_\_ **No**

**Does applicant propose City parking meters be removed from right-of-way?** \_\_\_\_ **Yes** \_\_\_\_ **No**  
Removal of parking meters requires License Agreement with City. Is such a License Agreement in place? \_\_\_\_ **Yes** \_\_\_\_ **No**

If answer is no, an executed copy of the License Agreement for Removal of City Parking Meters must be submitted with this application.

*If this is an application for renewal, without a change in seating plans, square footage or any other substantial changes, proceed to **Section 5**.*

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## SECTION 4 NEW PERMITS ONLY

Is this an application for a new Sidewalk Café? \_\_\_\_\_ Yes \_\_\_\_\_ No

Number of Seats: \_\_\_\_\_ Total Square Feet: \_\_\_\_\_

Description of nature, character of business and type of food and drink offered: \_\_\_\_\_

Hours of operation of sidewalk café: \_\_\_\_\_

Please attach the following to this application:

- A drawing or site plan showing the proposed layout of tables, chairs, railings, changes in sidewalk slope and any other obstructions to be placed or existing on the sidewalk or public right-of-way, showing not less than 4' of unobstructed clearance to the sidewalk or public right-of-way, and showing not less than 3' from a change in sidewalk slope. This Sidewalk Café Plan must:
  - Cover the entire area between the curb and the building, including curb line and building wall.
  - Show all existing and proposed obstructions in the area, such as trees, tree grates, benches, parking meters, light posts, proposed railing location and seating plan.
  - Contain a seating plan identifying each table and chair.
  - Show an elevation of the railing design, including method of anchoring into the sidewalk.
  - Identify all doors, windows and other openings on the building wall.
  - Be dimensioned and drawn to an engineer's scale.
- License Agreement for Encroachment into the Public Sidewalk, signed by applicant.
- License Agreement for Removal of City Parking Meters (if applicable), signed by applicant.

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## SECTION 5 NEW AND RENEWAL PERMITS

For Sidewalk Cafes located along Woodward Avenue the following applications for use of State Trunkline Right of Way must be submitted to the Michigan Department of Transportation (MDOT), along with the *City of Ferndale Resolution for Sidewalk Cafes – Public Right of Way* (included in this packet). Please attach copies of the MDOT forms to this application.

- New Permit: Individual Application and Permit for Use of State Trunkline Right of Way (MDOT Form 2205)
- New Permit: Special Conditions for Sidewalk Café Permits (MDOT Form 2433)
- Renewal Permit: Annual Application and Permit for Miscellaneous Operations within State Trunkline Right of Way (MDOT Form 2205B)
- New and Renewal Permits: Certificate of Insurance for Permitted Activities (MDOT Form 2020)

Mail Forms and Fees (\$90 for new application or \$45 for renewal permit) to:  
Michigan Department of Transportation, Oakland TSC, Attn: Stacey Gough,  
2300 Dixie Hwy., Suite 300, Waterford MI 48328-1810. 248-451-2453.

For Sidewalk Cafes which will be servicing alcohol in the Café area the following must be attached to this application:

- Michigan Liquor Control Commission (MLCC) Initial Application (Form LC-1135). *Complete first section with same name and address as on your regular liquor license. In second section "Outdoor Service" has been checked and the dates of the seasonal permit you are requesting have been filled in. No other boxes need to be checked. Complete the required signatures on the second page of the application and fax or mail to MLCC Licensing as indicated on the Application. The MLCC will review your application and request the Ferndale City Council to adopt a Resolution of approval. Upon Council approval the City Clerk will forward the paperwork to the MLCC, and the MLCC will issue your Seasonal Outdoor Service Area Permit. You must submit a copy of your MLCC Permit to the City Clerk's Office before your Sidewalk Café Permit may be issued.*

**For all Sidewalk Cafes, please attach the following to this application:**

- Certificate of Insurance documenting coverage in the amount of \$1,000,000 for liquor liability, \$1,000,000 for general and products liability and \$100,000 for property damage. The City of Ferndale shall be named as "additional insured" on the Certificate, and the Certificate must be valid for the duration of the season, which is April 15 – October 31.
- Cash performance bond in the amount of \$200.  
\_\_\_\_ Performance bond already on file with the City of Ferndale.
- Annual License Fee, payable to the City of Ferndale, calculated as follows:
  - \$1.50/sq ft for alcohol establishments; \$1/sq ft for non-alcohol establishments.
  - Applicants for a new permit must also pay an additional one-time review fee of \$100.

**Please submit this application and all required attachments to:**

**City Clerk's Office**  
**300 East Nine Mile Road**  
**Ferndale MI 48220**  
**Phone: 248-546-2381 Fax: 248-546-2385**  
**Email: cityclerksoffice@ferndale-mi.com**

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**City Clerk's Office Use Only**

**Received from:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- \$ \_\_\_\_\_ license fee
- \$200 bond Bond # \_\_\_\_\_
- Certificate of Insurance
- Copy of photo identification

**NEW**

- Site Plan
- License Agreement/Encroachment
- License Agreement/Parking Meters  N/A
- MDOT Form 2205  N/A
- MDOT Form 2433  N/A
- MDOT Form 2020  N/A
- MLCC Form LC-1135  N/A

**RENEWAL**

- Site Plan on file?
- License Agree/Encroach. on file?
- License Agree/Parking on file?  N/A
- MDOT Form 2205B  N/A
- MDOT Form 2020  N/A
- MLCC Form LC-1135  N/A

Departmental Approvals

CDS \_\_\_\_\_  
DPW \_\_\_\_\_  
Police \_\_\_\_\_

**Permit #** \_\_\_\_\_