

APPLICATION FOR TEMPORARY USE OF CITY SIDEWALKS/PUBLIC PLAZAS

Application must be submitted no later than 14 days prior to commencement of temporary use.

An establishment may use the sidewalk or public plaza **located in front of its physical business location** to display merchandise, place or maintain a sidewalk sign or to sell food/drink sold within the establishment. The establishment must be located in the C-3 Zoning District (Aggieville) or C-4 Zoning District (Central Business District). **This permit does not apply to mobile vendors or businesses without a physical “bricks and mortar” business location.**

ESTABLISHMENT INFORMATION

NAME OF ESTABLISHMENT _____

ADDRESS OF ESTABLISHMENT _____

NAME OF PROPERTY OWNER: _____

Note: If the applicant does not own the real estate underlying the establishment (for example, the applicant rents the building), the applicant must obtain a written acknowledgement by the property owner that the applicant’s use is extending onto the adjacent sidewalk or public plaza. The property owner is the individual/entity that owns the real estate, as recorded by the Register of Deeds.

APPLICANT INFORMATION

APPLICANT NAME _____

Note: If the business owner is a sole proprietor, the applicant name is the name of the individual who operates the establishment. If the business owner is a business entity (corporation, partnership, LLC, LLP, etc.), the applicant name is the name of the business entity that operates the establishment.

If the applicant is a business entity, name of contact person: _____

APPLICANT ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBER _____ E-MAIL _____

PROPOSED USE OF CITY SIDEWALK/PUBLIC PLAZA

TYPE OF PROPOSED USE (with application fee):

- | | |
|---|----------|
| <input type="checkbox"/> Merchandise Display - | \$100.00 |
| <input type="checkbox"/> Sidewalk Café (No Alcohol) - | \$100.00 |
| <input type="checkbox"/> Sidewalk Café (Alcohol) - | \$250.00 |
| <input type="checkbox"/> Sidewalk Sign - | \$ 25.00 |

BRIEFLY DESCRIBE HOW YOU WILL USE THE SIDEWALK/PUBLIC PLAZA:

IF YOUR PROPOSED USE IS A MERCHANDISE DISPLAY, PLEASE ANSWER THE FOLLOWING QUESTION:

Is your display limited to food, beverages, or merchandise that is also sold, displayed, or provided inside your establishment? _____ If not, please explain:

IF YOUR PROPOSED USE IS A SIDEWALK CAFÉ, PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Do you have a valid license for food service as required by state and local law? _____
 2. Will you serve alcohol or cereal malt beverages in the sidewalk café? _____
 - a. If yes, do you have a valid liquor or CMB license? _____
 - b. If yes, please briefly describe the barrier you will construct to define the sidewalk café (should also be shown on site plan): _____
 3. Is your sidewalk café menu limited to food and beverages that are also sold or provided inside your establishment? _____ If not, please describe _____
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PLEASE ATTACH THE FOLLOWING TO THIS APPLICATION:

- APPLICATION FEE (as indicated above)
- SITE PLAN (includes elevation drawings; square footage of sidewalk to be used; objects to be used on sidewalk; and any railing or barriers)
- PROPERTY OWNER ACKNOWLEDGEMENT (if applicant does not own the structure/property)

PLEASE NOTE: IF YOUR APPLICATION IS APPROVED, YOU WILL BE REQUIRED TO SUBMIT THE FOLLOWING BEFORE YOUR PERMIT IS ISSUED:

1. An insurance certificate insuring you, and the City of Manhattan as an additional insured, with minimum coverage of \$500,000 per single incident, for any liability associated with the applicant's use of the sidewalk/public plaza.
2. An agreement between you and the City that addresses your specific location and use of the property. The agreement will also include a provision in which you agree to indemnify the City for certain injuries/damages caused by your use of the sidewalk/public plaza.

I UNDERSTAND THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT IF I HAVE PROVIDED INFORMATION THAT IS FRADULENT, MISLEADING, OR FALSE, MY PERMIT MAY BE DENIED, SUSPENDED, OR REVOKED.

_____/_____/_____
SIGNATURE / DATE

TO BE COMPLETED BY CITY

Sidewalk Sign Only

Reviewed and Accepted By:

Community Development: _____
Signature Date

Merchandise Display/ Sidewalk Café

Community Development: _____
Signature Date

Public Works: _____
Signature Date

Fire Services: _____
Signature Date

Comments:

City Clerk: _____
Signature

Fee Received:
Merchandise Display - \$100.00 Y: _____ Receipt # _____
Sidewalk Café (No Alcohol) - \$100.00 Y: _____ Receipt # _____
Sidewalk Café (Alcohol) - \$250.00 Y: _____ Receipt # _____
Sidewalk Sign - \$25.00 Y: _____ Receipt # _____

Check # _____ Credit Card _____ Cash _____

Sidewalk Café (Alcohol):
Date to Commission _____

Commission Approval Y: _____ N: _____