



## **CITY OF BRIDGMAN SIDEWALK CAFÉ & OUTDOOR SEATING PERMIT APPLICATION**

Greetings from the City of Bridgman. This application form is intended to be used in conjunction with the City of Bridgman Sidewalk Café and Outdoor Seating Ordinance, which was adopted by the Bridgman City Council in March 2015. A copy of the form and the Ordinance may be found on the City's website - [www.bridgman.org](http://www.bridgman.org)

### **Process.**

Preliminary Meeting. Those wishing to develop a sidewalk café or offer outdoor seating on a public sidewalk should begin by contacting the City of Bridgman at 269.465.5144 or [jganum@bridgman.org](mailto:jganum@bridgman.org) to arrange an on-site meeting with the city manager. The meeting will provide an opportunity for the applicant to have an informal discussion with the manager and exchange ideas for the proposed café or seating area prior to the submission of a formal application.

Preparation of Application. Following the meeting the applicant should turn to page 2 of this form and begin completing the queries. A site development plan (drawing) which shows the layout and arrangement of all furnishings and items that are proposed for installation on a public sidewalk will form an important part of your application.

Submission of Application. Once the application has been completed and a site development plan prepared the applicant should assemble other items which are required to form a completed application. These items include:

- A policy or certificate of insurance providing coverage in the amount of \$1 million per occurrence and \$3 million aggregate per year (minimum), including workers compensation, comprehensive commercial liability policy, and a liquor liability policy. The certificate should name the City of Bridgman as an additional insured.
- An application fee of \$75.00 (payable to the City of Bridgman)

The entire application package should be submitted to the City of Bridgman, 9765 Maple Street, Bridgman, MI 49106.

**Please carefully review the standards and operating restrictions within the Sidewalk Café and Outdoor Seating Ordinance as they will answer many of your questions.**

Applicant's Name: \_\_\_\_\_

Applicant's E-mail Address: \_\_\_\_\_

Applicant's Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Applicant's Primary Contact Phone #: \_\_\_\_\_

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

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

Property Owner's Name (if different from applicant): \_\_\_\_\_

Property Owner's Address (if different from applicant):

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Owner's Primary Contact Phone #: \_\_\_\_\_

Name of planner, engineer, architect or agent (if applicable): \_\_\_\_\_

Proposed Dates of Occupancy: Beginning month \_\_\_\_\_ date \_\_\_\_\_

Ending month \_\_\_\_\_ date \_\_\_\_\_

Proposed hours of occupancy: From \_\_\_\_\_ PM/AM to \_\_\_\_\_ PM/AM

Proposed number of:

Tables \_\_\_\_\_ Chairs \_\_\_\_\_

Please describe the color, design, materials, and workmanship of tables, chairs, railings, posts, table umbrellas or other items.

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Proposed area of occupancy: \_\_\_\_\_ square feet

Dimensions in feet (approximate if irregular): \_\_\_\_\_ length \_\_\_\_\_ width

Will alcohol be served at any time?: \_\_\_\_\_ Yes \_\_\_\_\_ No

Is this permit application a new application or a renewal?

**Note:** If no significant changes are made to the sidewalk café or outdoor seating area from year to year an approved application serves as a permit which does not expire. Significant changes may be described as changing the location of fencing or expanding the occupancy area. Such changes would require a renewal and the applicant shall describe any changes from previous application.

New application \_\_\_\_\_ Renewal \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Written authorization from the owner of the property shall be required where the applicant is not the owner of the affected property.

Site Development Plan

The site development plan and the accompanying application shall show the following:

1. The applicant's entire property and adjacent properties on a location map with streets for a distance of at least 25 feet at a scale showing detail sufficient for proper review. The site plan shall be submitted on a sheet no smaller than 8½ inches by 11 inches and no larger than 11 inches by 17 inches. Site plans smaller or larger than the sizes prescribed by this article shall not be accepted.
2. A detailed plan showing the design with relevant details and location of all temporary structures such as, but not limited to, planters, landscaping, railings, tables, chairs, table umbrellas, any electrical outlets or appliances, hydrants, all ingress and egress, existing lighting and other equipment shall accompany the site development plan and permit application. Public use areas must accommodate the special design needs of the disabled, elderly and parents with strollers.

If you have any questions about the City of Bridgman Sidewalk Café and Outdoor Seating Ordinance, please call 269.465.5144 or email [jganum@bridgman.org](mailto:jganum@bridgman.org).

<b>STAFF USE – APPROVED BY:</b>	
_____	Date: _____
(City Manager)	
_____	Date: _____
(Police Chief)	
_____	Date: _____
(Zoning Administrator)	
Conditions of approval (if any): _____	
_____	
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