



## Sidewalk Café License Application

Street Address: 114 North Kidd Street, Ionia, MI 48846

Mailing Address: P.O. Box 496, Ionia, MI 48846

Ph: (616) 527-4170 Website: [www.ci.ionia.mi.us](http://www.ci.ionia.mi.us)

Date of Application: \_\_\_\_\_

Application Fee: No Fee

This application is required for businesses wishing to operate a sidewalk café. Applicants must receive approval of the application from the City Manager, provide all required documentation, and adhere to the requirements established in Chapter 804 of the City of Ionia Code of Ordinances. Sidewalk Café Licenses are granted on a seasonal basis between **April 1 and October 31** of a calendar year.

Application Type (Check one): \_\_\_\_\_ New \_\_\_\_\_ Renewal

### Applicant Information

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

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

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

Address of Sidewalk Occupancy (If different): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Address: \_\_\_\_\_ Email: \_\_\_\_\_

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

### Property Owner Information

Owner(s) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner(s) Address: \_\_\_\_\_ Email: \_\_\_\_\_

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

*\* A letter of authorization from the property owner must be submitted with this application.*

**Sidewalk Café Details**

1. Days/Hours of Café Operation:

Sun: \_\_\_\_\_ Mon: \_\_\_\_\_ Tues: \_\_\_\_\_ Wed: \_\_\_\_\_  
Thurs: \_\_\_\_\_ Fri: \_\_\_\_\_ Sat: \_\_\_\_\_

2. Capacity of Proposed Sidewalk Café: \_\_\_\_\_

3. Dimensions of Proposed Sidewalk Café in Linear Feet: \_\_\_\_\_

4. Total Area of Proposed Sidewalk Café in Square Feet: \_\_\_\_\_

5. Please provide a brief description of what the café will be used for and why it is needed:

**Insurance Requirements**

- On account of injury to, or death of, any person in any one accident \$1,000,000
- On account of any one accident resulting in injury to, or death of more than one person \$1,000,000
- On account of damage to property in any one accident \$1,000,000

**Requirements**

As outlined in Chapter 804, all applications must include the following attachments and documentation in order to be reviewed by City Staff:

1. A detailed site plan including all information required on the Site Plan Checklist shall be submitted to the City Manager for approval.
2. A letter of authorization from the property owner, if applicable.
3. Proof that the applicant will indemnify and hold harmless the City of Ionia against loss, including costs and expenses, resulting from injury to person(s) or property occurring on the premise occupied by the sidewalk café.
4. Certificate of insurance naming the City of Ionia as a named insured to the licenses' general liability insurance policy, in the amount of not less than \$1,000,000. A copy of the policy must be provided to the City of Ionia each year. The additional insured on the certificate of insurance must read as follows:

*“City of Ionia, including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees, and volunteers.”*

The cancellation notice on the certificate of insurance must read as follows:

*“Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder.”*

The general liability insurance policy and the Certificate of Insurance must be effective for the duration of the season license from April 1 through October 31 of each year.

5. Signed *City of Ionia Hold Harmless Agreement*
6. Letter from the City of Ionia Income Tax Department indicating that the applicant is up to date with their City income taxes. This letter must be dated no more than thirty (30) days prior to the date of this application.
7. Copies of valid business license and Michigan food service establishment license.

**Signature**

By signing below, I \_\_\_\_\_ (print name), acknowledge that I have read and understand the provisions of Chapter 804 of the City of Ionia Code of Ordinances pertaining to sidewalk cafés and that the information given in this application is accurate to the best of my knowledge.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

**Approved** or **Denied** (Circle One)

Comments: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

License #: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_



## Sidewalk Café Hold Harmless Agreement

As required for approval, \_\_\_\_\_ (Print Name), agrees to indemnify, defend, and hold harmless the City of Ionia, its agents, servants, associations, employees, or anyone connected with the City of Ionia from and against any and all claims and liabilities, expenses, fees, fines, suits, actions, or judgements of any and every kind and nature as a result of operating a sidewalk café.

Further, \_\_\_\_\_ (Print Name), also agrees to defend the City of Ionia and its agents, servants, associations, employees, or anyone connected with the City of Ionia from and against any and all claims or actions brought or filled against them with respect to the subject event of this **Sidewalk Café Hold Harmless Agreement** and further agrees to pay any and all costs and attorney's fees associated with the defense of any such claims or causes of actions, and \_\_\_\_\_ (Print Name) shall be responsible for any and all damage and/or injury resulting from the Sidewalk Café.

In addition, \_\_\_\_\_ (Print Name), agrees to furnish a certificate of insurance showing proof of general liability coverage in the amount of not less than \$1,000,000 in which the City of Ionia shall be named as an additional insured and the certificate shall be submitted with the Sidewalk Café License Application.

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

**\*Instructions: Fill out the first four (4) pages of this application packet and submit it to City Hall-City Manager's Office at: City of Ionia, Attn: City Manager, 114 N. Kidd Street, P.O. Box 496, Ionia, MI 48846**

## Sidewalk Café License Application Checklist

The following list of items are required to be submitted as supporting documentation along with the completed Sidewalk Café License Application. These items correspond to requirements outlined in Chapter 804 of the City of Ionia Code of Ordinances.

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- Application is completed and signed.
- Hold harmless agreement is completed and signed.
- A letter of authorization has been obtained from the property owner (if applicable).
- Applicant holds valid business license and is a licensed food service establishment in accordance with PA 92 of 2000.
- Applicant is up-to-date with all income tax, personal property tax, and real property tax payments.
- The application form and site plan have been reviewed and approved by the Ionia County Health Department
- The applicant has provided a certificate of insurance indemnifying the City against loss, including costs and expenses, resulting from injury to person(s) or property occurring on the premises occupied by the café, and named the City as an additional insured in the amount of not less than \$1,000,000.

## Site Plan Checklist

A site plan identifying the specific location for the proposed Sidewalk Café is required with the submitted application. The following list are required items for this site plan.

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- The site plan shall show the entire property and indicate all streets within 50 feet of the subject property.
- The plan must cover the entire area between the curb and the building, including the curb line and building wall. The building wall shall identify all doors, windows, etc.
- The design, relevant details, and location of all temporary structures, such as tables, umbrellas, chairs, and trash containers. The plan should also show the location of these temporary structures in relation to existing obstructions (lampposts, trees, mailboxes, etc.).
  - Furniture described is limited to umbrellas, chairs, tables, and trash containers. They are of quality construction, not attached to the sidewalk, street trees, or any structure, and are located within the permitted area.
- The site plan allows for the pedestrian travel area required by the Americans with Disabilities Act, not including trees, benches, bushes, walls, fire hydrants, tree grates, or any other fixture permanently located in the public right-of-way.
- The site plan does not impede on a fire hydrant, utility box, or other public service facility.
- The site plan is for an area adjacent to the respective business.
- Signs or electric powered lights are not utilized.

**City Staff Recommendations**

**DDA Director**

Recommended:     Yes             No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Public Safety Director**

Recommended:     Yes             No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Public Works Director**

Recommended:     Yes             No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Other City Staff (as needed)**

Recommended:     Yes             No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_