



SIDEWALK CAFÉ PERMIT APPLICATION INFORMATION SHEET & CHECKLIST

This checklist is designed to assist you in determining the required forms for your business.

Please be advised: Sidewalk Cafés cannot be constructed or operated until **all** permits are **ISSUED** not just applied for!

RETURN APPLICATION & ALL ATTACHMENTS TO: City Clerk's Office, 243 E. 13th St., Crete, NE 68333 (Please note: Payments by check authorize the City to make a one-time electronic fund transfer. Funds may be withdrawn immediately and your check will not be returned.)

- Each question must be completely answered & all attachments included OR your application will be returned as **INCOMPLETE** which will delay the processing of your application!
- Please read Crete Municipal Code §8-214 **thoroughly** before applying for a permit.
- Applications are available on the City's website at www.crete.ne.gov.

PERMIT AND LICENSE INFORMATION

- **LICENSE YEAR:** October 1st through September 30th
- **FEES:** \$50.00 annual permit fee **plus** a 25 cents per sq. ft. annual rent of sidewalk space (payable upon permit **approval**) (Permits are valid from the Date of Issue through September 30th. There is **no** pro-ration of the fees.)
- **LICENSE RENEWAL - NO CHANGES IN OWNERSHIP:**
 - Permit Renewal statement will be sent from the City Clerk's Office.
 - Remit statement, payment, and updated Certificate of Insurance by September 15th by mail or in person. Permit will be mailed.
- **CHANGE IN OWNERSHIP:**
 - Permits are **nontransferable**. If ownership changes, any existing permits become **null & void**.
 - New owners must submit a new application and complete the approval process before operating the sidewalk café.

REQUIREMENTS BEFORE AN APPLICATION WILL BE CONSIDERED:

- Applicant** must be the record owner of the property. If the record owner wants to authorize another (*i.e.* a tenant), the owner must provide a copy of the lease or other agreement with the application.
- Site Plan - Attach one** copy of a site plan, on 8½ x 11" paper, which **must indicate**, to scale, the amount of sidewalk right-of-way that will be used and the amount of remaining sidewalk right-of-way for pedestrians and **must include** the following: **1)** location of all fencing, including design, gates, height, etc.; **2)** method of anchoring the fence/railing to the concrete; **3)** location of all furniture, equipment, and any other article occupying public space; **4)** location of any existing light poles, planters, curbs, signs, etc.; and, **5)** amount of clearance between existing light poles, planters, curbs, signs, etc. and the proposed sidewalk café.
 - The Site Plan **must** show that the proposed sidewalk café will meet all of the requirements of Crete Municipal Code §8-214(3).
 - **BE ADVISED:** Any deviation from the site plan submitted with the Sidewalk Café Application is a violation of City Ordinance. **ANY** changes made to the site plan, must be submitted, *IN WRITING*, to the City **PRIOR** to any permits being issued. If the applicant wishes to make changes **AFTER** permits are issued, they must reapply for a new Sidewalk Café Permit and any associated permits.
- Fencing Material** - Attach a photo of the **exact** fencing material that will be used or a detailed, scale drawing showing the fence that will be fabricated. All fencing, including design and materials, must be approved by the City.
- Furniture** - Attach a photo of the **exact** furniture or other non-permanent fixtures that will be used. All furniture or non-permanent fixtures must be approved by the City.
- Certificate of Liability Insurance** (*show this to your Insurance Agent*) (**Attach to application**):
 - Public liability insurance in the form of a commercial comprehensive general liability policy with a minimum combined single limit of \$500,000 aggregate for any one occurrence on an ACORD form
 - Under "Description", name of the business
 - Under "Description", state that it is for a "Sidewalk Café"
 - Under "Description", name the City of Crete as an "Additional Insured"
 - **30 day** Cancellation notice to City Clerk
 - Certificate Holder **must** read as follows: City of Crete, 243 E. 13th St., Crete, NE 68333
- If alcohol will be served**, Applicant must make application with the Nebraska Liquor Control Commission, (402) 471-2571, for an addition to their liquor license.
 - The site plan for the Liquor License **must** match the site plan submitted for the sidewalk café. **There can be no deviations.**
- Hold Harmless Agreement** - Included in the application is a Hold Harmless Agreement that must be signed by the Applicant.
- Building Permit** may be required. Contact Building & Safety at (402) 826-4312. **Attach copy to application.**

Questions? Contact the City at (402) 826-4312 for more information.



SIDEWALK CAFÉ PERMIT APPLICATION

Please PRINT using blue or black ink only.

BUSINESS INFORMATION			
BUSINESS NAME:			
STREET ADDRESS:			
BUSINESS PHONE#:		OTHER CONTACT INFO:	

BUSINESS OWNER'S NAME & HOME ADDRESS				
NAME:				
STREET ADDRESS:			CITY:	
STATE:		ZIP:	HOME PHONE #:	
EMAIL ADDRESS:				

OWNER OF PROPERTY						
NAME:						
STREET ADDRESS:						
CITY:		STATE:		ZIP:		PHONE #:
DOES THE RECORD PROPERTY OWNER AUTHORIZE THE USE? <input type="checkbox"/> YES <input type="checkbox"/> NO						
ATTACH A COPY OF THE LEASE OR OTHER WRITTEN AGREEMENT BETWEEN THE RECORD PROPERTY OWNER AND THE BUSINESS OWNER.						

DAYS & HOURS OF OPERATION							
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
OPEN							
CLOSE							

HOW MANY PATRONS WILL BE SERVED IN THE CAFÉ AREA (*OCCUPANCY*):

HOW WILL THE SIDEWALK CAFÉ BE SUPERVISED & MAINTAINED?

DESCRIBE, *IN DETAIL*, THE FENCING TO BE USED (ATTACH PHOTOS)

DESCRIBE, *IN DETAIL*, THE FURNITURE TO BE USED (ATTACH PHOTOS)

DESCRIBE, *IN DETAIL*, ANY PERMITTED ADVERTISING TO BE USED (ATTACH PHOTOS)

ALCOHOL

WILL ALCOHOLIC BEVERAGES BE SERVED?

____ Yes

____ No

If YES, have you applied for your liquor license addition with the Nebraska State Liquor Control Commission?

____ Yes

____ No

ATTACHMENTS

The following items *must* be ATTACHED to the application. Please put a check mark next to those items that are attached.

ITEM	ATTACHED
Signed Lease (copy), if needed	
Site Plan (as described on checklist)	
Fencing Material (photo)	
Furniture (photo)	
Permitted Advertising (photo)	
Original Certificate of Liability Insurance (as described on checklist)	
Building Permit (copy), if needed	

HOLD HARMLESS AGREEMENT

In consideration for the privilege of the use of sidewalk right-of-way for a sidewalk café, the undersigned applicant hereby agrees to indemnify and hold the City of Crete and all of its officers and employees harmless from any and all claims or demands made by any person or any loss or damage sustained by any person as a direct result of the acts or omissions of the applicant, its employees, agents, invitees, or guests or as a direct result of the applicant's use of the sidewalk right-of-way.

The undersigned agrees and understands that: (i) the use of the sidewalk right-of-way is temporary, on a day-to-day basis; (ii) the undersigned does not acquire any right, title, or interest in the permitted space; (iii) the undersigned may be required by the City at any time to vacate all or any part of the sidewalk space that the undersigned has been given permission to use; (iv) upon demand to vacate such space, the undersigned must promptly remove any personal property placed thereon or affixed thereto by the undersigned and return the surface space to the same condition that it was in prior to the commencement of its use as a sidewalk café or must reimburse the City for the cost of removing such property or fixtures and restoring the surface space to its prior condition; and, (v) the undersigned has no recourse against the City or its officers, employees, or agents for any loss or damage resulting from being required to vacate all or any part of the sidewalk right-of-way that the undersigned has been granted permission to use.

The undersigned further agrees at all times to comply with all federal, state, and local laws, rules, and regulations and any policies now or hereafter adopted by the City of Crete, Nebraska.

Printed Name of Applicant

Applicant's Signature

Date

