

# NORTHBROOK OUTDOOR DINING PERMIT

\*\*\*\*FEE: \$50.00\*\*\*\*

Restaurant Name: \_\_\_\_\_

Restaurant Address: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Primary Contact Phone: \_\_\_\_\_ - \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_ @ \_\_\_\_\_

Property Owner Contact Name: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_ - \_\_\_\_\_

Property Owner Email: \_\_\_\_\_ @ \_\_\_\_\_

Requested Hours of Operation:

SUN: _____ to _____	MON: _____ to _____
TUE: _____ to _____	WED: _____ to _____
THU: _____ to _____	FRI: _____ to _____
SAT: _____ to _____	

This is an Outdoor Dining Permit for:  New Request  Renewal

## Please initial the following:

\_\_\_\_\_ I understand and agree that the outdoor seating area must be separated from vehicles using or traveling through the parking lot by a fence, curbing, barricade, or landscaped planting areas.

\_\_\_\_\_ I understand and agree to install signage and pavement markings to indicate any changes in traffic pattern within the parking lot due to the outdoor seating area.

\_\_\_\_\_ I understand and agree that if the outdoor seating area is either located upon, or blocks access to one or more handicapped parking space, such spaces will be relocated and replaced on the premises in an appropriate area, with signage.

\_\_\_\_\_ I will not serve alcohol unless I have a valid Village liquor license to do so.

\_\_\_\_\_ I understand and agree that my license renewal will not be approved if the Village has received three or more valid written complaints, as determined by the Village Manager regarding inadequate parking during the previous license term.

\_\_\_\_\_ I understand and agree that my license renewal will not be approved if the Village has received three or more valid written complaints, as determined by the Village Manager for issues other than inadequate parking during the previous license term.

\_\_\_\_\_ I understand and agree, in no event shall the outdoor seating area obstruct access to any taxi stand, mailbox, curb cut, or obstruct necessary access to any fire hydrant, fire lane, fire escape, or fire door, or obstruct the clear view of any traffic signal, regulatory sign or street sign.

Requested Number of Outdoor: \_\_\_\_\_ Seats \_\_\_\_\_ Tables

Is there an existing PERMANENT outdoor dining area for the restaurant?  Yes  No

If yes, are you looking to enlarge an existing seating area?  Yes  No

Do you have a Village Liquor License?  Yes  No

Will you be serving alcohol outdoors?  Yes  No

Will there be live entertainment in your outdoor seating area?  Yes  No

If Yes, which days and hours?: \_\_\_\_\_

Where will the Outdoor Dining Area be Located? (check all that apply)

- Previously Authorized Outdoor Dining Area
- Private Sidewalk/Walkway/Patio
- Parking Lot
- Public Way (right-of-way, Village-owned property)
- Other \_\_\_\_\_

I have attached the following information, as applicable:

Letter from Property Owner

Schematic plan showing dining area with the following:

- Locations of tables and chairs
- Locations of any doors in the vicinity and how they will be unobstructed
- Locations of any outdoor sanitation stations
- Walkways going around outdoor seating areas and means of separation (note: 36-inch clearance required)
- Locations of any abutting parking spaces (36-inch clearance required)
- Any proposed awnings or umbrellas
- Any proposed heat lamps and/or outdoor lighting

If the dining area will be partially or entirely located in a private parking lot, a separate checklist is required (attached).

If a tent larger than 400 square feet with sides is proposed, complete Application for Tents (see attached).

If a tent greater than 700 square feet without sides is proposed, complete Application for Tents (see attached).

List of furniture and equipment to be used in the outdoor seating area, including proposed barricades such as fences or planters

Management Plan. A management plan for the operation of the outdoor seating area stating how the operation of the outdoor seating area shall comply with the regulations for outdoor seating areas and all other applicable requirements. Refer to Municipal Code Sections 15-914 through 15-919. At a minimum the plan must list the proposed hours of operation, how table service will be provided to the tables (e.g. wait staff or self serve); how the area will be maintained and cleaned on a daily basis; and if alcohol will be served how the outdoor seating area will be monitored.

Care should be taken with the use of any extension cords and other wires to make sure they do not pose a tripping or electrical shock hazard to employees or customers. If any temporary electrical service is proposed, an electrical permit may be required. Please contact the Electrical Inspector at 847-664-4061 or our general number 847-664-4050.

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

Signature: \_\_\_\_\_ Date of Application: \_\_\_\_/\_\_\_\_/2022