



City of Petoskey

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • Fax 231 348-0350

APPLICATION FOR A LICENSE TO OPERATE AN OPEN-AIR FOOD-BEVERAGE SERVICE FROM A BUSINESS ESTABLISHMENT

INITIAL Application

RENEWAL Application

| SECTION I - BUSINESS INFORMATION | |
|----------------------------------|--|
| Name of Business Establishment: | |
| Street Address: | |

| SECTION II - APPLICANT INFORMATION | |
|------------------------------------|----------------|
| Name of Applicant-Operator: | |
| Street Address: | |
| City, State, Zip Code: | |
| Telephone Number: | Email Address: |

| SECTION III - GENERAL APPLICATION REQUIREMENTS | | | |
|--|--|-----|--|
| YES | | YES | |
| | Site Plan Attached | | Application Fee Enclosed - \$75.00 |
| | Certificate of General Liability Insurance (Minimum \$1 Million per occurrence) with City named as additional insured included | | For those with an alcohol license: Certificate of Liquor Liability Insurance (Minimum \$1 Million per occurrence) naming City as additional insured included |

| SECTION IV - SITE PLAN REQUIREMENTS | | |
|-------------------------------------|---|------------------|
| Applicant Confirms | | Staff's Findings |
| | <i>Inspections will not occur until all application materials are submitted</i> | |
| | Has reviewed "Design Guidelines for Downtown Street Furnishings" | |
| | Site plan that includes: <ul style="list-style-type: none"> Dining area dimensions indicating a minimum of 48 inches horizontal clearance and 80" vertical clearance are met Immediately adjacent buildings, including entrances and exits Number of tables and chairs are shown and information on commercial quality provided. Enclose picture of proposed furnishings. If approved liquor license, barrier type and location shown | |

SECTION V - FURNISHING DESCRIPTIONS

Furniture color will be: _____

Furniture will be: Metal Wood Composite Same as last year
If same furnishings as previously approved, no picture or documentation required.

Will planters be used? Yes No

Will barrier be used? Yes No

SECTION VI – BARRIER INSTALLATION

Will barrier anchoring system, either existing or new, be located within City right-of-way? Yes No
(sidewalk, alley, street, etc.)

If yes, the Department of Public Works Construction Division must be contacted at 231-347-2500 for approval prior to barrier installation. A permit to use public right-of-way may be required.

SECTION VII - APPLICANT COMMENTS

Please describe operation (numbers of wait staff, frequency of cleanup, etc.)

SECTION VIII - SIGNATURES

As the applicant for an outdoor dining license, I attest that all the information provided is correct.

Applicant

Date

CITY USE ONLY

STAFF COMMENTS

SITE CLEARANCE

Public Safety Approval

Date

DESIGN REVIEW

City Planner Approval

Date

BARRIER REVIEW

Public Works Approval

Date

License Issued:

License Renewed:

Denied:

License Number: _____

License effective through: _____

DESIGN GUIDELINES DOWNTOWN PETOSKEY SIDEWALK FURNISHINGS

Downtown Design Committee
Downtown Management Board

1. Purpose and Goals

The purpose of these guidelines is to provide a design context for the selection, placement, and use of sidewalk furnishings in Petoskey's downtown historic district, and to encourage awareness of the importance of design in portraying the image of downtown and individual businesses to customers. Applications for outdoor dining licenses will be evaluated by these guidelines and may be denied if guidelines are not followed.

2. Application of Guidelines

a. Types of furnishings

When selecting furnishings to be placed on public sidewalks, the Design Committee recommends consideration of both scale and style. Table 1 provides specific guidelines.

b. Design Committee

The Design Committee provides advisory consultation to merchants, owners, city and DMB with regard to these guidelines.

c. Licensing

Licensing through the City of Petoskey is required for outdoor dining in the public right-of-way. These guidelines will be used to evaluate the application with regard to placement and design.

TABLE 1 Guidelines for Benches, Outdoor Dining Furnishings, Planters and Barriers

| | Benches | Planters | Outdoor Dining Furnishings | Barriers (With liquor license only) |
|------------------|---|--|---|--|
| SCALE | Recommend four (4) to six (6) feet long benches; Shallow depth (18") | Proportional to ground floor façade features like doorways windows, height of window bulkheads, etc. | Compact setting, two Chairs per table in Single row | Not to exceed 3 feet (36") in height and no less than 50% open |
| STYLE | Traditional, historical preferred; simple contemporary can be acceptable; not rustic | | | |
| MATERIALS | Commercial quality required; Preferably wood or metal. Composites only if in a color and style matching streetscape fixtures. | Wood, stoneware, metal; Composites only if in a color and style matching streetscape fixtures. | Commercial quality required; Preferably wood or metal. Composites only if in a color and style matching streetscape fixtures. | Metal or wood; rigid and semi-permanent |
| COLORS | Compatible with building colors or downtown fixtures No neon, florescent or iridescent Colors or rusting metal | Compatible with building colors or downtown fixtures | Compatible with building colors or downtown fixtures; No neon, florescent or iridescent colors | Compatible with building colors or downtown fixtures No neon, florescent or iridescent Colors or rusting metal |
| PLACEMENT | Within thirty (30) inches of building face | Built on to façade below window is best. Accent the entranceway and/or windows. If freestanding, place within Thirty (30) inches of building Face. Minimum vertical Clearance is 80" | Must maintain code-required pedestrian zone | Barriers shall leave code-required pedestrian zone; Barrier shall be rigid and re-moveable |
| OTHER | Must be kept in excellent condition | Must be kept in excellent condition | Must be kept in excellent condition No waste receptacles in the Right-of-way; but waste should Be cleared by staff regularly | Must be kept in excellent Condition; Barrier base cannot extend into the pedestrian zone; stanchion base cannot exceed ¼" vertical height |

Appendix 1

Outdoor Café Furnishings

Acceptable





Unacceptable

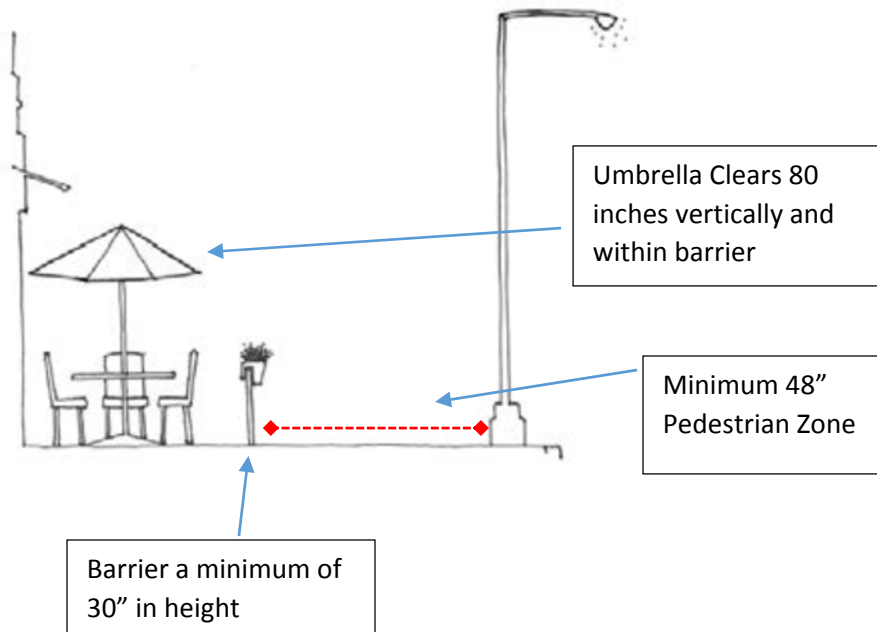


Photo credit: Richmond, VA Outdoor Dining Design Guidelines