



Sidewalk Cafe Permit Information and Application Form

CITY OF DEARBORN PERMIT SERVICES DIVISION

APPLICATION REQUIREMENTS

- Completed Application Form

- Three (3) copies of a site plan (drawn out or marked up on an aerial photo) including:
 - Entire area between the curb and building, including the curb line and building wall with windows/doors show
 - All existing structures/obstructions between the curb and building (i.e. trees, tree grates, benches, trash receptacles, parking meters, fire hydrants, light posts) and any changes in sidewalk slope
 - Proposed layout of all tables, chairs, trash receptacles, railings, and other furnishings
 - Clear area (minimum 4' wide, 6' recommended) providing unobstructed use of the public sidewalk by pedestrians

- Total fee: \$215 (Includes \$100 Administrative Fee, \$100 Zoning Fee, and \$15.00 Permit Fee)

- Michigan Liquor Control Commission (MLCC) Request for Outdoor Service must be attached for sidewalk cafes which will be serving alcohol. A copy of the MLCC Outdoor Service Permit will be required prior to the city issuing a sidewalk café permit.

- State or County approvals: if the sidewalk café is to be located on a state or county road a copy of the MDOT or County Roads Division approval will be required prior to the city issuing a sidewalk café permit (see details below).

CITY OF DEARBORN SIDEWALK CAFÉ ORDINANCE

The Dearborn Code of Ordinances governs the permitting and operation of sidewalk cafes, violations are grounds for denial or revocation of sidewalk café permit.

- Section 9-361: Accumulation of dirt, trash, etc. prohibited (regular cleaning by applicant is required)
- Section 9-362: Trash receptacles required (regular emptying of receptacles by applicant is required)
- Section 9-363: Sidewalk occupancy permits
 - Shall not unreasonably interfere with the use of the street or sidewalk are for vehicular or pedestrian travel
 - Shall not unreasonably interfere with the view of, access to or use of property adjacent to the street
 - Permit shall be displayed in a manner visible to the public
 - Permit expires 120 days after issuance, but may be renewed.

SIDEWALK CAFES ON COUNTY ROADS

- County roads: Warren, Greenfield, Outer Drive, Oakwood, Rotunda, Pelham, Miller, Wyoming, Dix
- Encroachment Permit from Wayne County Public Services Department, Construction Permits Office required
- Application/instructions can be found at:
<https://www.waynecounty.com/departments/publicservices/engineering/construction-permit.aspx>

SIDEWALK CAFES ON STATE ROADS

- State roads: Telegraph, Michigan, Ford, Southfield
- MDOT Right-of-Way Construction Permit required
- Information at: <https://www.michigan.gov/mdot/0,4616,7-151-9625-399737--,00.html>
- Application at: https://www.michigan.gov/mdot/0,1607,7-151-9625_72410---,00.html

ALCOHOL SERVICE IN SIDEWALK CAFES

- Michigan Liquor Control Commission Outdoor Service permit required
- Application at: https://www.michigan.gov/documents/lara/Outdoor_Service_Permanant_Permission_Application_LCC-204_510540_7.pdf
- State approvals are coordinated with the Dearborn Police Special Events & Liquor Control: 313-943-2250

CONTACT INFORMATION: If you have questions regarding this permit application or process please contact Tom Paison at tpaison@ci.dearborn.mi.us or 313-943-4151

CONSTRUCTION DISCLAIMER: The City, MDOT and County reserve the right to require removal of cafe for maintenance and construction work.



SIDEWALK CAFE PERMIT APPLICATION

CITY OF DEARBORN PERMIT SERVICES DIVISION

FOR OFFICE USE ONLY:

Application No. _____

Date Submitted _____

Processed by: _____

I. PROPERTY INFORMATION

Name of Business: _____

Business Address: _____

II. REQUIRED INFORMATION SUBMITTALS

- Three (3) copies of a site plan (drawn out or marked up on an aerial photo) including:
 - Entire area between the curb and building, showing the curb line and building wall
 - Windows and doors in the adjacent building wall
 - All existing structures between curb and building (trees, benches, fire hydrants, light posts, etc.)
 - Any changes in sidewalk slope or grade
 - Proposed layout of all tables, chairs, trash receptacles, railings, and other furnishings
- Clear area (minimum 4' wide, 6' recommended) providing unobstructed use of the public sidewalk by pedestrians
- Copy of MLCC Outdoor Service Permit (if alcohol will be served in the sidewalk café area)
- Copy of State or County permit (if the sidewalk café is to be located on a state or county road)

III. APPLICANT INFORMATION/AFFIDAVIT

Application is hereby made for a sidewalk cafe permit, as described in this application and the accompanying documentation, which are a part of this application. I affirm that the information provided in this application is accurate. The acceptance of the permit shall constitute an agreement to abide by all codes and ordinances enforced by the City of Dearborn. Permits expire in 120 days from issuance, but may be renewed (all furnishings must be removed from the sidewalk by that date).

NAME

ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE NO.

E-MAIL ADDRESS

Preferred Method of Communication: Mail Phone E-Mail

SIGNATURE OF APPLICANT

Approved Comments: _____

Plan Reviewer: _____ Date: _____