



# Temporary & Seasonal Outdoor Dining Areas for Established Restaurants on Private Property

## CITY OF DEARBORN ECONOMIC DEVELOPMENT DEPARTMENT

**APPLICATION REQUIREMENTS** (submit by email to [tpaison@ci.dearborn.mi.us](mailto:tpaison@ci.dearborn.mi.us))

- Completed Application Form
- Permit Fee 300.00, check payable to City of Dearborn
- One copy of a site plan (drawn out or marked up on an aerial photo) including:
  - Entire site and close up of the area where the outdoor dining area will be located
  - All existing structures/obstructions and parking spaces
  - Proposed layout of all tables, chairs, trash receptacles, railings, and other furnishings for the dining area
- Michigan Liquor Control Commission (MLCC) Request for Outdoor Service must be attached for areas in which alcohol will be served. A copy of the MLCC Outdoor Service Permit will be required to be submitted to the City prior to outdoor liquor service commencing.
- Wayne County Health Department approvals for outdoor food service: a copy of the WCHD approval will be required prior to the city issuing an approval (see details below).

### IMPORTANT DESIGN CONSIDERATIONS

- Location and configuration of dining area with regard to patron/staff safety from vehicles moving into, out of and through the site (including deliveries and trash pickup)
- Location of dining area for ease of service
- Use of movable planters, fencing or other barricades to define the service area area
- Retention of convenient parking spaces for carry-out customers
- Retention of required handicap parking spaces and access to/from the building
- Retention of safe egress routes from the building in case of an emergency
- Continuous compliance with all applicable State and County public health regulations and orders

### PROPERTY OWNER APPROVAL

For sites where there is more than one tenant, written approval by the property owner is required.

### CITY OF DEARBORN OUTDOOR DINING ORDINANCE

The Dearborn Zoning Ordinance governs the approval and operation of outdoor dining areas on private property; violations are grounds for denial or revocation of an outdoor dining approval. In addition to general standards related to site plan review the following requirements apply:

- Permitted hours of operation: 7 a.m. to 10 p.m. (12 a.m. in the downtown districts)
- Proper site maintenance & cleanliness of the outdoor service area is the responsibility of the permit holder
- Permits can be revoked for cause (if the operation of the outdoor service area creates a nuisance or hazard)
- Approvals under this program expire November 15<sup>th</sup> each year

### OTHER CITY OF DEARBORN PERMITS

Depending on the proposal, some additional permits from the City may be required, including:

- Tent permit (if tent/tents exceeding 400 s.f. in area are proposed)
- Electrical permit (if electrical service is to be provided to the outside from the building or by use of a generator)

### WAYNE COUNTY HEALTH DEPARTMENT (OUTDOOR FOOD SERVICE ONLY)

- Application/instructions can be found at: <https://www.waynecounty.com/departments/hhvs/wellness/food-service-licensing.aspx>

### ALCOHOL SERVICE IN OUTDOOR DINING AREAS

- Michigan Liquor Control Commission Outdoor Service permit required
- Application at: [https://www.michigan.gov/documents/lara/LCC-204a\\_690515\\_7.pdf](https://www.michigan.gov/documents/lara/LCC-204a_690515_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](mailto:tpaison@ci.dearborn.mi.us) or 313-943-4151



# TEMPORARY/SEASONAL OUTDOOR DINING AREAS FOR ESTABLISHED RESTAURANTS

APPLICATION FORM  
CITY OF DEARBORN- ECONOMIC DEVELOPMENT DEPARTMENT  
(submit by email to [tpaison@ci.dearborn.mi.us](mailto:tpaison@ci.dearborn.mi.us))

FOR OFFICE USE ONLY:

Application No. \_\_\_\_\_

Date Submitted \_\_\_\_\_

Processed by: \_\_\_\_\_

## I. PROPERTY INFORMATION

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

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

## II. REQUIRED INFORMATION SUBMITTALS

- One copy of this application for, filled out and signed
- One copy of a site plan (drawn out or marked up on an aerial photo) including:
  - Entire site and close up of the area where the outdoor service area will be located
  - All existing structures/obstructions and parking spaces
  - Proposed layout of all tables, chairs, trash receptacles, railings, and other furnishings in the service area
  - Signature of the property owner for multi-tenant sites
- Copy of MLCC Outdoor Service Permit (if alcohol will be served in the outdoor service area)
- Copy of Wayne County Health Department approval (for outdoor food service only)

## III. APPLICANT INFORMATION/AFFIDAVIT

Application is hereby made for a temporary outdoor service area, 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. Application and accompanying documentation will be kept on file for 180 days after review. The acceptance of the approval shall constitute an agreement to abide by all codes and ordinances enforced by the City of Dearborn, all approvals under this program expire on November 15th each year.

NAME

ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE NO.

E-MAIL ADDRESS

SIGNATURE OF APPLICANT

## IV. PROPERTY OWNER INFORMATION/AFFIDAVIT (only required for multi-tenant properties)

NAME

ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE NO.

E-MAIL ADDRESS

SIGNATURE OF PROPERTY OWNER

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

Plan Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_