Temporary Outdoor Service Areas on Public Property or Streets/Alleys - Information & Application

CITY OF DEARBORN, ECONOMIC & COMMUNITY DEVELOPMENT

APPLICATION REQUIREMENTS (submit by email to tpaison@ci.dearborn.mi.us)

☐ Completed Application Form

☐ One digital 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 tents, 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 must 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 is required prior to the City issuing an approval (see details below).

☐ Insurance Certificate. General liability insurance in the amount of $1M per occurrence and $2M in the aggregate, and if alcohol is to be served it shall also include liquor liability coverage in the amount of $1M per occurrence and no less than $1M in the aggregate. The certificate must contain, as an endorsement, the following language pertaining to the general liability and liquor liability coverage, “The City of Dearborn, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the City and within appointment of its operating budget including the City of Dearborn are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by the City of Dearborn.”

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
- Location of service area for ease of operations
- Use of movable planters, fencing or other barricades to define the service area
- Retention of convenient parking spaces for carry-out/curbside 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
- Deliveries and trash pickup

CITY OF DEARBORN OUTDOOR SERVICE AREA ORDINANCE

The Dearborn Zoning Ordinance governs the approval and operation of outdoor service areas; violations are grounds for denial or revocation of an outdoor service area 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. (7 a.m. to 12 a.m. in the downtown areas)
- Proper site maintenance & cleanliness of the outdoor service area is the responsibility of the permit holder
- Permits may be revoked for cause (if the operation of the outdoor service area creates a nuisance or hazard)
- Approvals under this program expire November 1, 2020

OTHER CITY OF DEARBORN PERMITS

Depending on the proposal, some additional permits from the City may be required (fees waived), 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
- 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, Economic & Community Development at tpaison@ci.dearborn.mi.us / 313-943-2180
I. PROPERTY INFORMATION

Site Location/Description: ___________________________________________________ 
__________________________________________________________________________ 
__________________________________________________________________________ 
__________________________________________________________________________ 
__________________________________________________________________________

Name of Business: ___________________________________________________________
 Business Address: __________________________________________________________

II. REQUIRED INFORMATION SUBMITTALS

☐ One digital copy of this application, filled out and signed
☐ One digital 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 tents, tables, chairs, trash receptacles, railings, and other furnishings in the service area
☐ 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)
☐ Insurance Certificate (specifics in the instruction sheet on page 1)

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. The acceptance of the approval shall constitute an agreement to abide by all applicable codes and ordinances of the City of Dearborn. All approvals under this program expire November 1, 2020.

NAME

ADDRESS

CITY       STATE       ZIP CODE

TELEPHONE NO.       E-MAIL ADDRESS

SIGNATURE OF APPLICANT

☐ Approved     Comments: _________________________________________________________________________________________ 
Reviewer’s Signature: __________________________________________________     Date:____________________________

FOR OFFICE USE ONLY:
Application No. ___________________
Date Submitted ___________________
Processed by: ____________________

Revision Date: 6/25/20
Sample
Sidewalk Cafe Site Plan

Site Plan must cover the entire area between the curb and building, show all existing and proposed obstructions; such as trees, tree grates, benches, parking meters, light posts, proposed railing location and seating plan. Refer to Section 4 of application for further requirements.

Establishment:

Contact:

Phone #:

Sq. Footage:

Address:

Scale: 1" = 5'