



WINTER APPLICATION FOR DOWNTOWN OUTDOOR DINING

☐ New Application

☐ Renewal Application
Existing - No Changes

☐ Renewal Application
Existing with Seating Changes

APPLICANT & BUSINESS INFORMATION *(Must be Licensee)*

Applicant Name:

Title:

Business Name:

Business Phone:

Business Address:

Cell Phone:

Email Address:

PROPERTY OWNER INFORMATION

☐ Same as Applicant

Owner Signature:

Owner Name:

Mailing Address:

Email Address:

OUTDOOR DINING SPECIFICATIONS

REQUESTED USE

- ☐ Sidewalk Cafe
☐ Street Patio

PERMITTED ITEMS

☐ Chairs

☐ Tables

☐ Planters

☐ Umbrellas

☐ Other

QUANTITY

Does your plan extend in front of other businesses?

(This includes the uses of sidewalk and/or
metered parking spaces)

☐ Yes*

☐ No

**Each property owner of impacted
adjacent properties must submit an
affidavit indicating no objections for
your plan.*

Others described:

TYPE OF ENCLOSURE: *Describe the enclosure type and materials*

CHECK ALL ELECTRICAL OR GAS ITEMS TO BE UTILIZED:

Include brief description if applicable

☐ Heaters

☐ Lighting

☐ Other



FEES				
ITEM:	FEE:		SELECT:	
New License – Serving Alcohol	\$750		<input type="checkbox"/>	
New License – Not Serving Alcohol	\$375		<input type="checkbox"/>	
Existing License – Serving Alcohol	\$600		<input type="checkbox"/>	
Existing License – Not Serving Alcohol	\$300		<input type="checkbox"/>	
Required One-Time Performance Bond* Performance Bond due for <u>only</u> New applicants or applicants with depleted or insufficient bond funds.	\$1000		<input type="checkbox"/>	
<i>Street Patio applicants shall pay the following fee upon receiving approval from City:</i>				
Meter Space Fee Nov 1 - Mar 31 = 122 Days excluding Sundays and holidays	# of Spaces	# of Days	Cost per Day	Total Meter Fee
			\$25.00	\$

I hereby represent and warrant that I am authorized to submit this application on behalf of the requesting business establishment, that I have had the opportunity to review all applicable laws, rules and procedures associated with my application, and that the information provided within this application is true and accurate to the best of my knowledge.

SIGNATURE	PRINTED NAME	DATE

SUBMIT THE FOLLOWING ITEMS TO THE ENGINEERING DIVISION:

- **Completed winter application form**
- **Completed and signed Winter license agreement**
- **Site plan showing café/patio layout and any structure or equipment drawings**
- **Certificate of Insurance covering duration of license**

Payment of fees must be made prior to the city's review. Documents can be mailed, submitted electronically to engineering@romi.gov or delivered to the Engineering Division at the Community Development counter at City Hall.

INTERNAL USE ONLY			
Routing:	<input type="checkbox"/> Engineering	<input type="checkbox"/> Police	<input type="checkbox"/> City Attorney
	<input type="checkbox"/> Building	<input type="checkbox"/> Fire	<input type="checkbox"/> City Commission

* Separate Performance Bonds are required for each Sidewalk Café and each Street Patio.