



Royal Oak

**COMMUNITY  
DEVELOPMENT**

**Engineering Division**

203 South Troy Street

Royal Oak, MI 48067

engineering@romi.gov

248.246.3260

## **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**

#### **PERMITTED ITEMS**

#### **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.*

Sidewalk Cafe  
 Street Patio

Chairs

List all parking spaces by meter number:

Tables

Planters

Umbrellas

Other

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



<b>FEES</b>		
<b>ITEM:</b>	<b>Fee:</b>	<b>SELECT:</b>
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"/>
<b>Required One-Time Performance Bond*</b> Performance Bond due for <u>only</u> New applicants or applicants with depleted or insufficient bond funds.	\$1000	<input type="checkbox"/>

**Street Patio applicants shall pay the following fee upon receiving approval from City:**

<b>Meter Space Fee</b> Nov 1 - Mar 31 = 122 Days excluding Sundays and holidays	<b># of Spaces</b>	<b># of Days</b>	<b>Cost per Day</b>	<b>Total Meter Fee</b>
			\$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.*

<b>SIGNATURE</b>	<b>PRINTED NAME</b>	<b>DATE</b>

**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](mailto:engineering@romi.gov) or delivered to the Engineering Division at the Community Development counter at City Hall.

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

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