



CITY OF HIGHLAND PARK

**OUTDOOR DINING LICENSE
APPLICATION PACKET**

OUTDOOR DINING PROGRAM APPLICATION CHECKLIST

- Review Temporary Outdoor Accessory Use Regulations – Page 2**
Before you proceed to complete your application and site plan, please carefully read the attached list of regulations.
- Complete & Sign Application**
Please ensure the Application to Operate A Temporary Outdoor Accessory Use is accurately completed. Failure to submit all the required information will delay processing of your application.
- Signature of Property Owner**
Please remember to obtain the signature of the property owner on the application.
- Site Plan**
Attach a scaled site plan indicating the location of the principal building(s) and parking area(s), lot dimensions, location and dimensions of the proposed outdoor use area, location of outdoor furniture including tables, chairs and planters, points of ingress and egress, and location of existing public improvements (benches, fire hydrants, light poles, planters, sculptures, and trees). The City will use this information to complete or update an existing site map for your property using its Geographic Information System, and provide a copy of such to each business along with the approved license.
- Insurance**
Provide a copy of your General Liability Insurance stating, “The City of Highland Park is an additional insured with regards to outdoor dining.” If your establishment serves alcohol, please state “The City of Highland Park is an additional insured with regards to outdoor dining and liquor liability.” The coverage must be in an amount no less than \$2,000,000 aggregate and \$1,000,000 per occurrence. Businesses located on private property are not required to provide insurance. Certificates of Insurance may be faxed to: (847) 432-7625
- Fee**
The Outdoor Dining License fee is \$75. Please make your check payable to City of Highland Park.
- Submit Completed Application**
Return the completed application and payment in the enclosed self-addressed envelope to:

Office of Business Development
Attn: Ashley Palbitska
1707 St. Johns Avenue
Highland Park, IL 60035

Fax: (847) 432-7625

Should you have questions concerning Outdoor Accessory Use, please contact Ashley Palbitska, Office of Business Development at (847) 926-1046, or via e-mail at apalbitska@cityhpil.com.

Temporary Outdoor Accessory Use Licenses Are Valid April 1 - November 15.

TEMPORARY OUTDOOR ACCESSORY USE POLICIES FOR RESTAURANTS ON THE PUBLIC RIGHT-OF-WAY

- An unobstructed path of at least five feet in width along the entire length of the licensed area abutting the public street must be maintained at all times for pedestrian access; however, in instances where the sidewalk width is 8 feet or less, exceptions may be permitted by request during the application process.
- An unobstructed path of at least five feet in width directly in front of the restaurant door must be maintained at all times.
- Restaurants serving alcohol, *and* restaurants whose outdoor dining area extends more than three feet into the public right-of-way, must establish a temporary barrier at the perimeter and around the licensed area to prevent tables and chairs from moving into the public right-of-way.
- Temporary barriers must be freestanding, without permanent or temporary attachments to buildings, sidewalks or other infrastructure.
- Wait staff may not serve patrons beyond the temporary barrier.
- All outdoor dining furniture must be made of safe, sturdy, and durable commercial grade materials designed for outdoor use, such as wrought iron, wood, steel, cast aluminum or heavy plastic, and of matching design.
- All table umbrellas, if applicable, shall be weighted.
- Maximum permitted table height is 36”.
- To provide safe and secure pedestrian passage on the public right-of-way, and a safe environment for patrons, outdoor dining areas located on narrow public sidewalks less than eight feet wide shall be permitted to have only rectangular tables, no greater than 24” wide and 32” long, the longer end of which must be parallel to the adjacent street, and with only 2 chairs per table.
- Furniture and barriers must be maintained in good visual appearance and without dents, fading, chipping, peeling paint or rust corrosion.
- Outdoor dining tables and chairs are limited to the number specified in writing in the approved license.
- Licensees and their staff must monitor and maintain cleanliness and keep free of litter, the area in front of their restaurant and the area within no less than 25 feet of the subject property, at all times during the license period.
- Restaurants are encouraged to remove and store outdoor dining tables and chairs each night at the close of business inside their premises. Outdoor dining furniture may not be stored in a restaurant’s exterior doorway, and may not be stacked up against the building where the restaurant is located.
- Outdoor dining furniture must be removed from the public right-of-way by November 15, each year. However, extensions may be permitted upon request.
- Restaurants requesting use of the property adjacent to their location must submit a signed letter of permission from the property owner and tenant of the subject property.
- Smoking is not permitted in outdoor dining areas that are accessory to a restaurant.
- Outdoor sales are not permitted on the public right of way during a special event approved by the City for use if the public right of way.

**CITY OF HIGHLAND PARK
APPLICATION TO OPERATE A TEMPORARY OUTDOOR ACCESSORY USE**

- Located On Public Property
- Located On Private Property

1. Business Name: _____
 Name of Applicant: _____
 Business Address: _____ Phone: _____
 Name of Property Owner: _____
 Mailing Address: _____

2. Location and complete description of the proposed outdoor use:

3. Attach a scaled site plan indicating the location of the principal building(s) and parking area(s), lot dimensions, location and dimensions of the proposed outdoor use, points of ingress and egress, location of the temporary barrier, and outdoor furniture.

- If there are no changes to your site plan from the previous year, a new site plan is not required. Please indicate “no changes” on the enclosed site plan.
- If there are changes to your site plan from the previous year, a new site plan is required.

4. Description and dimensions of outdoor dining furniture:

5. Proposed # of Outdoor Dining Tables: _____ Proposed # of Outdoor Dining Chairs: _____

6. If you currently hold a liquor license, do you expect to serve alcoholic beverages? Yes No

Signature of Property Owner:	
I acknowledge and support the applicant’s request to utilize the outdoor area of my property/the public right-of-way adjacent to my property to operate the outdoor accessory use described above.	
_____	_____
Signature	Date

Signature of Applicant	
The undersigned applicant hereby accepts the terms and conditions of this Outdoor Accessory Use License. By operating the Outdoor Accessory Use, the applicant also acknowledges and accepts all special conditions imposed by the City.	
_____	_____
Signature	Date

NOTE: Both the Property Owner and the Applicant Must Sign this Application Form.

The Outdoor Accessory Use for which this application is made is subject to and conditioned upon compliance by the applicant with the following terms and conditions, failure to comply with any of which automatically and without notice shall constitute grounds for immediate termination of the license by the City:

- (1) The proposed outdoor use shall comply with all life safety regulations.
- (2) The proposed outdoor use shall not block pedestrian access or vehicular access along any public sidewalk, alley, street, or other public right-of-way.
- (3) The proposed outdoor use shall not eliminate or obstruct access to any required on-site parking.
- (4) The proposed outdoor use shall be for the purpose of direct retail sales or dining only.
- (5) The proposed outdoor use shall be permitted to operate only between April 1 and November 15.
- (6) The applicant will defend, protect, indemnify and save harmless the City of Highland Park, its officers, agents and employees from any and all liability arising in any manner out of the use, construction, maintenance, operation or existence of the Outdoor Accessory Use.
- (7) Any work to be performed pursuant to this Outdoor Accessory Use License shall be constructed and maintained at the sole cost and expense of the applicant in good and workmanlike manner, satisfactory to the City Director of Community Development.
- (8) Upon termination of this Outdoor Accessory Use License, all material in any way related to the Outdoor Accessory Use permitted hereby shall be removed and stored in a permanently constructed building, as required pursuant to the Highland Park City Code. Upon failure of the applicant to remove such material, the City may cause the removal of the material and charge the cost of such removal to the applicant.

This Outdoor Accessory Use License may be terminated by the City at any time. Upon such termination, at the sole option of the City, but at the sole cost and expense of the applicant within two days after receipt of written notice from the City, the applicant shall remove the encroachment and cease the use granted hereby. Upon the failure of the applicant to remove the encroachment, the City may undertake or cause the removal of the encroachment and charge the cost of such removal to the applicant.

Do not write in this box. SPECIAL CONDITIONS
Do not write in this box. FOR CITY USE ONLY
<p>[] The liquor liability insurance includes the outdoor dining area and names the City as additional insured.</p> <p>Approved by City Manager: _____ Date: _____</p> <p>License Issued By: _____ Date: _____</p>