



# PERMIT APPLICATION

## SIDEWALK CAFÉ PERMIT

FEE: \$90.00

PERMIT # \_\_\_\_\_

This application is for a permit allowing encroachment upon a portion of the public right-of-way for the purpose of operating a sidewalk café as an extension of regular food services provided by an existing adjoining business licensed under an annual food service (restaurant) establishment city business license. (City Code § 8.40.63, Ordinance #3529) **Cheyenne Police Officers will respond to any complaints and have on-site regulatory authority.**

**ATTACH THE FOLLOWING:**

- \_\_\_ Suitable scale drawing or site plan with approximate dimensions depicting the proposed sidewalk café area that indicates the following:
  - \_\_\_ Location of proposed café area reflecting applicant's adjoining food service (restaurant) business
  - \_\_\_ Not less than 4' of unobstructed passageway for remaining available sidewalk for public's use
  - \_\_\_ Location of temporary (moveable) tables, chairs, umbrellas, etc.
  - \_\_\_ Entry/exit ways and staff service areas
  - \_\_\_ Location of portable (moveable) barrier delineating the sidewalk café area
  - \_\_\_ Location and distances of adjacent streets and alley(s) intersections, fire hydrants, utility poles, traffic/parking signs, floral planters, trees, etc.
- \_\_\_ Is a City Engineer right-of-way encroachment permit required (contact 638-4314)? Yes \_\_\_\_\_ No \_\_\_\_\_
- \_\_\_ If premises adjoining licensed food service establishment (restaurant) are not owned by the applicant, a letter from the property owner indicating their approval of the permit request AND a copy of current lease agreement with property owner (financial information may be redacted)
- \_\_\_ Insurance Certificate for General Liability coverage for the proposed café area in an amount not less than \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate with the City of Cheyenne listed as additional insured AND certificate holder.
  - \_\_\_ If application includes request to serve alcoholic liquors and/or malt beverages within the proposed café area, in addition to proof of general liability insurance, liquor liability coverage in an amount not less than \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate must also be provided with City of Cheyenne listed as additional insured AND certificate holder.

**APPLICANT INFORMATION (Please print):**

NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_  
 (Must be identical to licensee name on City food service establishment (restaurant) business license)

BUSINESS ESTABLISHMENT ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

BUSINESS TELEPHONE #: \_\_\_\_\_ FAX # \_\_\_\_\_

**OPERATIONAL INFORMATION:**

PROPOSED DAYS OF CAFÉ OPERATION: \_\_\_\_\_ HOURS: \_\_\_\_\_

ESTIMATED MAXIMUM NUMBER OF CUSTOMERS TO BE SEATED IN CAFÉ AREA: \_\_\_\_\_

EXPLANATION OF SUPERVISION AND MAINTENANCE OF AREA (ie: management policies to keep the area in a clean and safe condition): \_\_\_\_\_

DESCRIPTION OF TYPE AND NUMBER OF TEMPORARY (moveable) TABLES, CHAIRS, UMBRELLAS, ETC. TO BE UTILIZED IN CAFÉ AREA: \_\_\_\_\_

EXPLICIT DESCRIPTION AND DIMENSIONS (height/width) OF TYPE OF PORTABLE (moveable) BARRIER TO BE UTILIZED TO DELINEATE CAFÉ AREA (Contact Chief Building Official with any questions): \_\_\_\_\_

APPLICANT IS REQUESTING USE OF SIDEWALK CAFÉ AREA FOR:

- CONSUMPTION OF FOOD AND NON-ALCOHOLIC BEVERAGES
- CONSUMPTION OF FOOD, NON-ALCOHOLIC, AND ALCOHOLIC AND/OR MALT BEVERAGES

Type of annual City liquor license held by adjoining food service (restaurant) establishment: \_\_\_\_\_

**(NOTE: Adjoining food service establishment must meet the definition of restaurant pursuant to Wyo. Stat. §12-1-101. Hours of sales/consumption of alcoholic beverages in café area restricted as set out in City Code §5.12. 080.)**

**AFFIDAVIT / AUTHORIZATION**

I, the undersigned applicant, hereby authorize the City of Cheyenne, its officers, agents and employees to seek information and conduct investigations into the truth of the foregoing statements set forth in this application, and agree to comply fully with the rules and regulations of the City governing the permit requested, and further declare that the foregoing information contained in this application is true and correct. In addition, the applicant, as the authorized representative of the adjoining food service business, hereby agree to release, indemnify and hold harmless the City of Cheyenne, its officers, agents and employees from any and all claims, loss or damages arising out of the use or discontinuance of any use of the approved sidewalk café area for which this permit is requested.

Date	Authorized Applicant Signature
	Representing:
	Business establishment
STATE OF WYOMING ) ss. COUNTY OF LARAMIE )	Subscribed and sworn to before me this _____ day of _____, _____
SEAL	Notary Public My Commission expires: _____

This application is available in alternative, accessible formats upon request.

**APPROVALS:**

The Mayor and City Clerk will provide written approval only after all other approvals have been obtained. The City Clerk's staff will acquire these approval for applicant.

**SPECIAL PROJECTS DIRECTOR:** \_\_\_\_\_  
(2101 O'Neil Ave., Lobby / 637-6328)

**CHIEF BUILDING OFFICIAL:** \_\_\_\_\_  
(2101 O'Neil Ave., Room 202/637-6265)  
*Approved occupancy limit (maximum # of persons to be within café area):* \_\_\_\_\_

**CHIEF OF POLICE:** \_\_\_\_\_  
(415 W. 18th St. / 637-6517)  
*Approve:*  *Waiver of Open Container*      *Disapprove:*  *Waiver of Open Container*

**CITY/COUNTY HEALTH OFFICER:** \_\_\_\_\_  
(100 Central Avenue/633-4090)

**FIRE PREVENTION:** \_\_\_\_\_  
(415 W. 18th St. / 637-6327)

**CITY ENGINEER:** \_\_\_\_\_  
(2101 O'Neil Ave., Room 206 / 638-4314)

**TRAFFIC DIVISION:** \_\_\_\_\_  
(2101 O'Neil Ave., Room 210 / 637-6291)

**RISK MANAGER:** \_\_\_\_\_  
(2101 O'Neil Ave., Room 101 / 637-6333)

**CITY CLERK:** \_\_\_\_\_  
(2101 O'Neil Ave., Room 101 / 638-4301)

**FOR USE BY CITY CLERK'S OFFICE**

M/R# \_\_\_\_\_ FEE PAID \$ \_\_\_\_\_ DATE PAID: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_ BY: \_\_\_\_\_  
EXPIRATION DATE OF CURRENT FOOD SERVICE (RESTAURANT) BUSINESS LICENSE: \_\_\_\_\_  
EXPIRATION DATE OF APPROVED SIDEWALK CAFÉ PERMIT: \_\_\_\_\_

(to coincide with annual food service (restaurant) business license)

**COMMENTS/CONDITIONS: Print approved occupancy on permit per Chief Building Official's comments**