



**Planning Department**  
**City of Royal Oak**  
 211 Williams Street / P.O. Box 64  
**Royal Oak, Michigan 48068-0064**  
 (248) 246-3280 FAX (248) 246-3005  
 City Website: [ci.royal-oak.mi.us](http://ci.royal-oak.mi.us)

**Application for Downtown Sidewalk Café License**

<b>Applicant Information</b>  <i>(Must be Licensee)</i>	Name or Business:					
	Contact Person:					
	Address:					
		(#)	(n/s/e/w)	(name)	(suffix)	
	City:		State:		Zip:	-
	Phone:			or		
Fax:			E-Mail:			

<b>Café Information</b>	<input type="checkbox"/> New	Number of Seats _____
	<input type="checkbox"/> Renewal (Existing)	Change in Seating Plan <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Property Owner Information</b>  <input type="checkbox"/> Same as Applicant	Name:					
	Signature:					
	Address:					
	City:		State:		Zip:	-
	Phone:			or		
	Fax:			E-Mail:		
	Legal Description:					
		(property adjacent to café)  (attach additional copy if necessary)				
Parcel ID # (adjacent to café)	<b>72-</b>					

<p><b>Signature</b></p> <p><b>X</b></p> <hr/> <p><b>Signature of Applicant</b></p> <p style="text-align: center;">(Notary Public not required for renewal of existing café.)</p> <p>STATE OF MICHIGAN, COUNTY OF OAKLAND ss:</p> <p>On this _____ day of _____, A.D., 20____,</p> <p>Before me personally appeared the above named person, who being dully sworn, says that he/she has read the foregoing application for site plan review, by him/her signed and knows the contents thereof, and that the same is true of his/her own knowledge, except as to the matters therein stated to be upon information and belief, and as to those matters, he/she believes it to be true.</p> <hr/> <p><b>Notary Public of Oakland County, Michigan</b></p> <p><b>My Commission Expires:</b> _____</p>	<p><b>Fees</b></p> <p style="text-align: center;"><i><b>New Cafés*</b></i></p> <p><input type="checkbox"/> Serving Alcoholic Beverages** <span style="float: right;"><b>\$ 750</b></span></p> <p><input type="checkbox"/> Not Serving Alcoholic Beverages** <span style="float: right;"><b>\$ 375</b></span></p> <hr/> <p style="text-align: center;"><i><b>Renewal of Existing Cafés</b></i></p> <p><input type="checkbox"/> Serving Alcoholic Beverages*** <span style="float: right;"><b>\$ 600</b></span></p> <p><input type="checkbox"/> Not Serving Alcoholic Beverages*** <span style="float: right;"><b>\$ 300</b></span></p> <hr/> <p><input type="checkbox"/> <b>Cafés with an area of 180 sq. ft. or larger</b></p> <p>Shall pay an additional: <span style="float: right;"><b>\$ 30</b></span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"><b>Non-Refundable Application Fee Total</b></td> <td style="text-align: right;"><b>\$</b></td> </tr> <tr> <td><b>Required One-Time Performance Bond Total</b></td> <td style="text-align: right;"><b>\$ 200</b></td> </tr> </table> <p><small>* (require detailed Café Plan) ** (required Performance Bond) *** (if a performance bond is utilized for repairs, the applicant will be requested to pay an additional amount to maintain \$200)</small></p>	<b>Non-Refundable Application Fee Total</b>	<b>\$</b>	<b>Required One-Time Performance Bond Total</b>	<b>\$ 200</b>
<b>Non-Refundable Application Fee Total</b>	<b>\$</b>				
<b>Required One-Time Performance Bond Total</b>	<b>\$ 200</b>				
<p><b>Procedure</b></p> <p>Separate payments of the Non-Refundable Fee and Performance Bond Fee can be made to: "City of Royal Oak", City Clerk's Office, 211 Williams Street, P.O. Box 64, Royal Oak, MI 48068-0064.</p> <p>For a list of the information that must accompany this application please refer to the <b>Sidewalk Café License Checklist</b>.</p>					
<p><b>City Clerk's Office (Official Use Only)</b></p> <p>This application is valid when signed by the cashier at the City Clerk's Office, confirming payment of fee.</p>					
Non-Refundable Application Fee in the amount of:	<b>\$</b>	Application Account Number:	<b>101.000.62902</b>		
Required Performance Bond in the amount of:	<b>\$ 200.00</b>	Bond Account Number:	<b>101.000.28304</b>	Bond Number:	
Cashier's Signature:					



## Planning Department City of Royal Oak

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### Checklist for Downtown Sidewalk Café License

#### Instructions

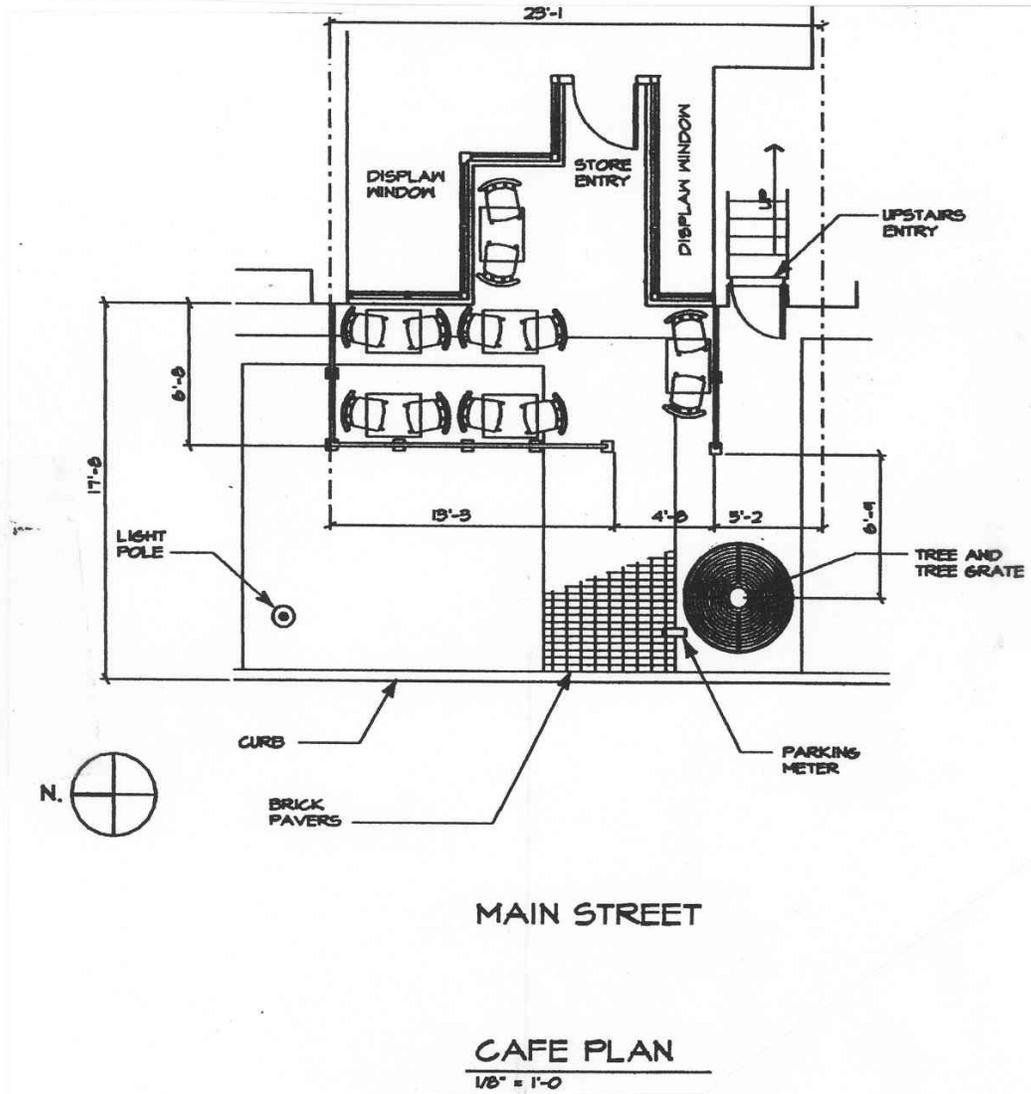
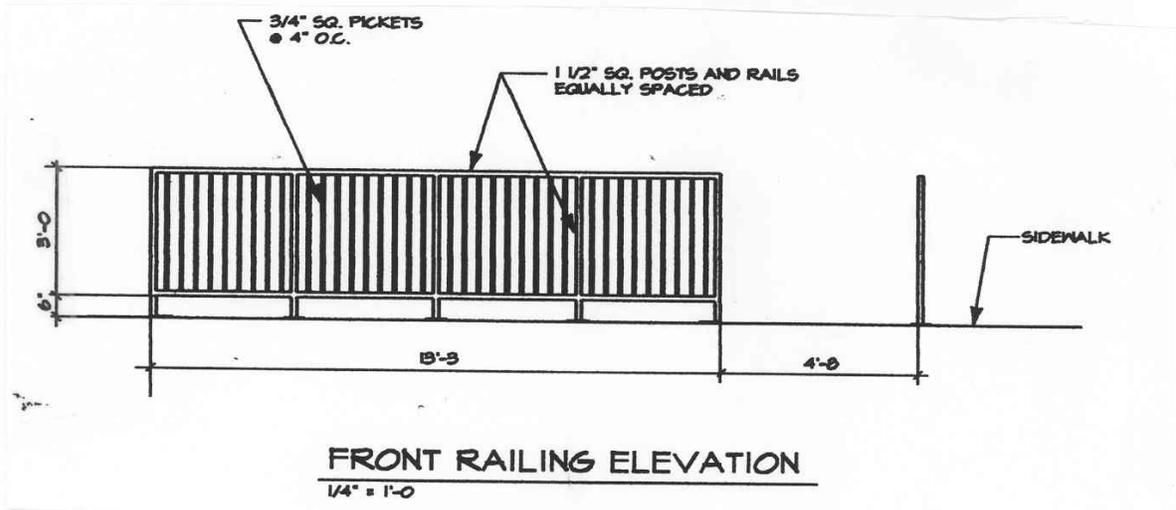
The detailed Sidewalk Café Plan must, at a minimum, include the following:

1. The plan must cover the entire area between the curb and the building, including the curb line and building wall.
2. The plan must show all existing and proposed obstructions in this area, i.e., trees, tree grates, fire hydrants, benches, parking meters, light posts, proposed railing location and seating plan.
3. The seating must identify each table and chair.
4. A detailed elevation of the railing design must be shown. All railings must be held in place securely by base plates with 4 anchors in each plate threaded into expansion type anchors in the sidewalk. Railing anchors, once established, cannot be moved to new locations in the sidewalk. All handrail base plates must be anchored into the same holes every year. At hand rail anchor locations with brick pavers, the anchoring device must extend below the brick pavers and be anchored into either a concrete base or an installed concrete foundation. The City will inspect all cafés at the end of each season. Any additional holes, other than the ones designated for the railing anchors (a maximum 4 each per post), or damaged sidewalk / streetscape, must be repaired by the café owner per the City's specifications before another season begins.
5. The building wall shall identify all doors, windows, and other openings, as well as any building feature requiring emergency access.
6. The entire plan shall be dimensioned and drawn to an engineer's or architect's scale.
7. The plan must be sealed by a registered engineer or architect.

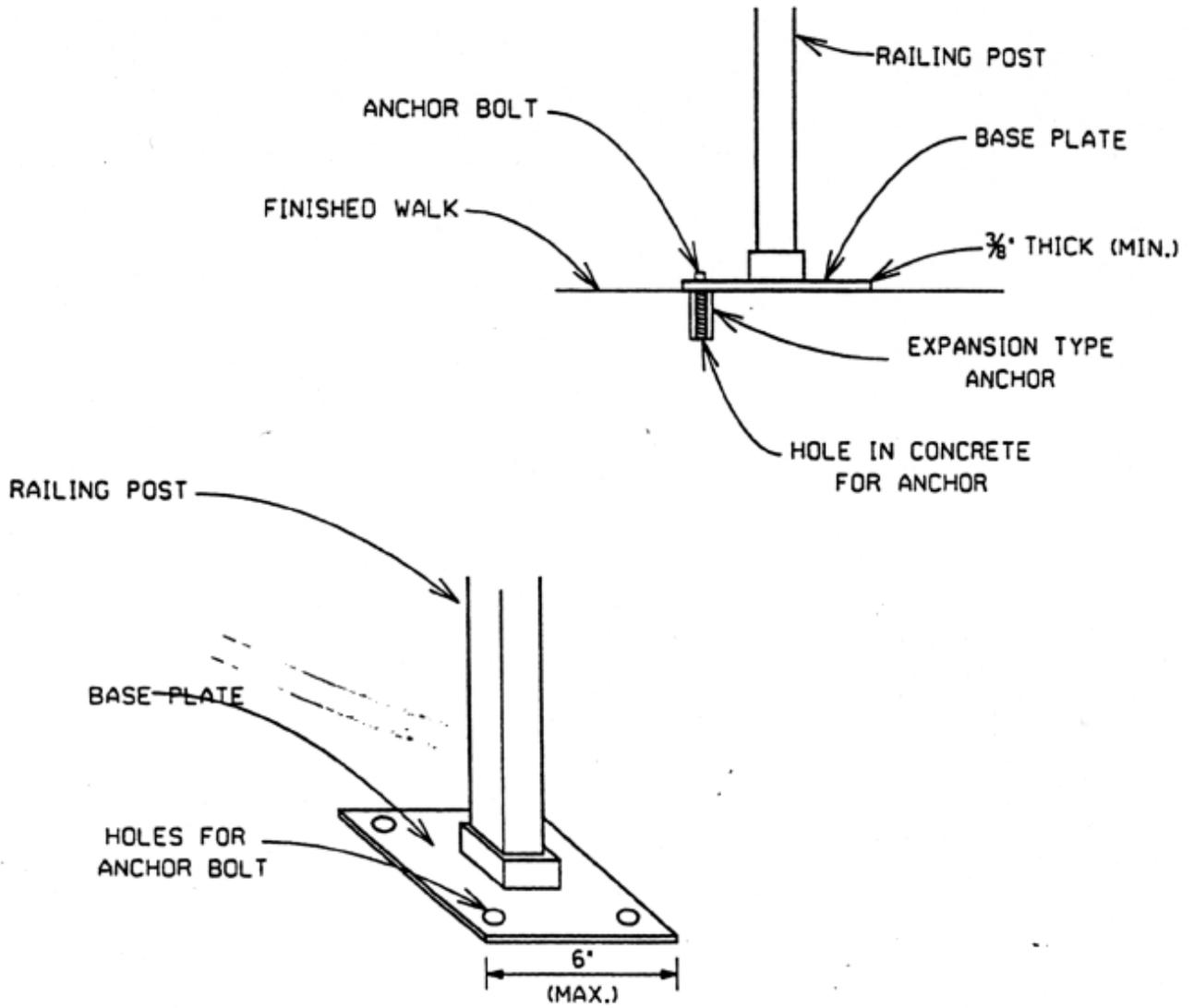
#### Informational Items

1. A minimum clearance of 5 feet shall be maintained between all obstructions and the proposed café railing.
2. A minimum clearance of 7 feet shall be maintained between the sidewalk and the bottom edge of canopies or table umbrellas. The outer edge of table umbrellas must remain at least 6 inches inside the café railing. No objects may project beyond the café railing.
3. The term of the agreement or season shall be **April 15<sup>th</sup> – October 31<sup>st</sup>** of each year.
4. Annual renewal is required for all sidewalk cafés.
5. Insurance is required for the time frame of the license (attach certificate).
6. All license agreements are subject to Royal Oak City Commission approval and renewal.
7. Outside service approval from the State Liquor Control Commission is required, if applicable.
8. Incomplete applications will **NOT** be accepted.

# Sample Railing Elevation & Site Plan for Sidewalk Café



# Required Railing Base Plate Anchoring Detail for Sidewalk Café



CERTIFICATE OF LIABILITY INSURANCE 4/27/2011

<b>PRODUCER</b> Sample Insurance Agency, Inc. 123 N Main Street Royal Oak MI 48067-2619	This certificate is issued as a matter of Information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.
<b>COMPANIES AFFORDING COVERAGE</b>	

<b>INSURED</b> ABC Company 321 S Main St Royal Oak MI 48067	Company A NORTHTOWN INSURANCE CO. <hr/> Company B <hr/> Company C <hr/> Company D
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**COVERAGES**

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (mm/dd/yy)	POLICY EXPIRATION DATE (mm/dd/yy)	LIMITS	
A	<b>General Liability</b>	BND-JXXXX01-1231	00/00/0000	00/00/0000	Each Occurrence	1,000,000
	<input checked="" type="checkbox"/> Commercial General Liability				Damage to Rented Premises (ea occurrence)	100,000
	<input type="checkbox"/> Claims Made				Med Exp (Any one Person)	2,000
	<input checked="" type="checkbox"/> Occurrence				Personal & Adv Injury	1,000,000
	<input type="checkbox"/> Owner's & Contractors Prot				General Aggregate	1,000,000
					Products, Comp/Op Agg	1,000,000
	<b>Automobile Liability</b>				Combined Single Unit	\$
	<input type="checkbox"/> Any Auto				Bodily Injury (per person)	\$
	<input type="checkbox"/> All owned Autos				Bodily Injury (per accident)	\$
	<input type="checkbox"/> Scheduled Autos				Property Damage	\$
	<input type="checkbox"/> Hired Autos					
	<input type="checkbox"/> Non-Owned Autos					
	<b>Garage Liability</b>				Auto Only - Ea Accident	\$
	<input type="checkbox"/> Any Auto				Other than Auto Only:	
					Each Accident	\$
					Aggregate	\$
	<b>Excess Liability</b>				Each Occurrence	
	<input type="checkbox"/> Umbrella Form				Aggregate	
	<input type="checkbox"/> Other than Umbrella Form					\$
	<b>Workers Compensation and Employers' Liability</b>				WC Statutory	
	The Proprietor / partners / executive officers are:				__ Limits __ Other	
	__ INCL __ EXCL				EL Each Accident	\$
					EL Disease - Policy Limit	\$
	<b>OTHER</b>					
	Liquor (if applicable WDC)				BPPXXXXXX	00/00/0000
	Liquor -Sidewalk Cafes	BPPXXXXXX	00/00/0000	00/00/0000	\$300,000	

SAMPLE

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS**

City of Royal Oak, including all elected & appointed officials, all employees & volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers are additional insureds.

<b>CERTIFICATE HOLDER</b> City of Royal Oak Attn: Chief of Police 211 Williams St Royal Oak MI 48068	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b> 