



## Temporary Outdoor Dining Permit Application

### Guidelines

#### **Alcohol:**

The Liquor Commissioner shall have the right to revoke permit at any time for failure to comply with regulations, repeat complaints or if public property is destroyed or left unclean. All drinks served on public property must be served in plastic glassware (or aluminum).

#### **Insurance:**

If any portion of the proposed dining area is on City property, including right-of-ways, applicants must provide a Certificate of Insurance evidencing commercial general liability insurance with minimum amounts of \$1million per occurrence and \$2million aggregate. The City of Sterling must be included as an additional insured on the Certificate of Insurance. If alcohol is served, the applicant must have liquor liability coverage of \$1million per occurrence with the City included as an additional insured.

#### **Site Plan and Written Description:**

Applicants must include a site plan showing proposed locations of outdoor dining amenities and provide a written description in the application. Include:

- Applicants must submit plans that are in compliance with the State rules and guidelines that are in effect for the time of application. This includes no smoking (including vaping). For up to date information, visit: <https://coronavirus.illinois.gov/s/>
- Access for emergency services within 150' of all points of the dining area and the associated building
- A minimum of 36" of clear space must be left clear on sidewalks to comply with the ADA
- Table seating between different parties must be 6' apart
- Patrons must have access to indoor restrooms with appropriate 6' spacing marked inside
- Describe a plan for cleaning spills and messes that can attract bugs or animals and how waste will be cleared and managed
- Show on the diagram:
  - Tables and chairs or picnic tables
  - Barricades if immediately adjacent to driving lanes
  - Carryout pickup area
  - Additional parking for displaced
  - Pedestrian and traffic flow
  - Garbage receptacles
  - Hand sanitizer stations
  - Temporary lighting, if any
  - Temporary power supply, if any
  - Temporary canopies or shade structures, if any, including anchoring system
  - Temporary outdoor heating units, if any
  - Temporary signage, if any



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Business Name:	Business Address:
Applicant Name:	Applicant Address:
Phone Number:	Email Address:
Landlord Name:	Landlord Address:
Service Type: _____ Carryout    _____ Wait Staff	Proposed Serving Times: From: _____ To: _____
Will alcohol be served? _____ Yes    _____ No	Proposed Dates of Service (no later than Nov 1, 2020) From: _____ To: _____
Will canopies/shade structures be used? _____ Yes    _____ No	Will temporary electric service be used? _____ Yes    _____ No
Will any part of the proposed outdoor area be on public property? _____ Yes    _____ No	
Will outdoor signage be used? (If yes, include or attach a sketch, including dimensions and materials) _____ Yes    _____ No	



Diagram and description of proposed seating area (refer to the guidelines for all the requirements).  
Attach a separate sheet(s) if needed:

**Attachments:**

If requesting the use of public space, attach the Certificate of Insurance for liability coverage, naming the City as additional insured. Yes / NA

If requesting alcohol service on public space, please provide a Certificate of Insurance for liquor liability, naming the City as additional insured. Yes / NA

Attach proof of Landlord's Approval if not the property of the business property. Yes / NA

Applicant Signature:

Date:



**Office Use Only**

<b>Building &amp; Zoning Approval</b>	
Temporary structures _____	ADA compliance _____
Temporary electric _____	Garbage disposal _____
Building & Zoning Superintendent Approval Signature: _____ Date: _____	

<b>Police Department Approval</b>	
Police Chief Approval Signature: _____ Date: _____	

<b>Mayor/Liquor Commissioner Approval</b>	
Certificates of Insurance (liability) _____	Certificates of Insurance (alcohol) _____
Mayor Approval Signature: _____ Date: _____	