



## City of Elgin Sidewalk Cafe application

Date \_\_\_\_\_ permit # \_\_\_\_\_ application fee receipt # \_\_\_\_\_

1. Restaurant name \_\_\_\_\_
2. Location (physical address) \_\_\_\_\_
3. Property owner name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ email \_\_\_\_\_
4. Business owner name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ email \_\_\_\_\_
5. Layout for sidewalk café (attach sketch and or picture of location with illustration of layout)
6. Historic review board approval \_\_\_\_\_ date (attach a copy of signed applications)
7. Cost of sidewalk dining improvements \$ \_\_\_\_\_ (optional)
8. an annual application review fee of \$50 included with application
9. pictures of all furnishings, balustrades, planters, or other appurtenances
10. proof of general commercial liability insurance coverage in the amount of \$500,000 and \$1,000,000 for liquor coverage (if applicable) naming the City of Elgin as an additional insured
11. an Approved Application for Modifications from the Historic Review Board
12. Official sidewalk dining application sign displayed at business from \_\_\_\_\_ (date) to \_\_\_\_\_ (date) (Minimum twenty one (21) days prior to determining whether or not a City license agreement will be issued.)

Building official / inspector \_\_\_\_\_

Date permit issued: \_\_\_\_\_

Notes / comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE COMPLETE THIS FORM AND RETURN IT ALONG WITH ALL OTHER REQUESTED DOCUMENTATION. A MINIMUM OF TEN (10) DAYS IS REQUIRED FOR REVIEW OF ANY APPLICATION PRIOR TO ISSUANCE OF A PERMIT. PLEASE INCLUDE ALL OTHER REQUESTED DOCUMENTATION TO FACILITATE THIS PROCESS AND AVOID DELAY.**

**The permit for the above described sidewalk dining café becomes null and void if an approved sidewalk dining café is not installed within twelve (12) months form date of permit issuance.**