



City of Annapolis
Office of the City Clerk
 160 Duke of Gloucester Street
 Annapolis, Maryland 21401

DepClerk@annapolis.gov • 410-263-7942 • Fax 410-280-1853 • TDD use MD Relay or 711 • www.annapolis.gov

Sidewalk Café Permit Application

Instructions

Filing Fee: Three Hundred Forty Dollars (\$340.00). Payable to the *City of Annapolis*. Non-refundable.

Application Due: If alcohol will be served see ABCB submission deadlines

Definitions and Authority

A "Sidewalk Café" means any area situated on a public sidewalk where food, refreshments, and/or beverages are sold by a restaurant, delicatessen, ice cream shop or coffee shop ("Premises") for public consumption at tables or counters located on the sidewalk fronting the Premises. Sidewalk Cafés shall operate only as authorized pursuant to [Chapter 7.42](#) of the Code of the City of Annapolis.

Any terms used in these instructions and/or the Sidewalk Café Permit Application, which are not otherwise defined, shall have the meanings indicated in the Alcoholic Beverage Control Board (ABCB or Board) [Rules and Regulations](#).

Service of Alcoholic Beverages

The Board meets the first Wednesday of each month at 7:00 p.m. in the Mayor John T. Chambers Jr. Council Chamber, City Hall, 160 Duke of Gloucester Street, Annapolis.

A License Holder seeking to amend its License to serve Alcoholic Beverages on a portion of its Premises comprising of a Sidewalk Café shall make application on the forms provided by the City Clerk. The Board shall consider such application and apply the same standards applicable to the issuance of a new Alcoholic Beverage License to this application.

General Information

1. Sidewalk Café Permits are effective from May 1st through April 30th of each year.
2. Sidewalk Café Permits shall only be transferable in no changes are made to that Permit.
3. Sidewalk Café Permit fees shall not be prorated by the City or the City Clerk.

In order to obtain a Sidewalk Café Permit, all License Holders shall submit the following items, simultaneously, to the City Clerk:

1. A Sidewalk Café Permit Application, available either on the City's website or at the City Clerk's Office.
2. For a new Sidewalk Café Permit, a Sidewalk Café site drawing/sketch on an 8-1/2" x 11" sheet of paper showing the sidewalk area to be occupied, and all tables and chairs (and any other furniture or appurtenances) as they will be placed on that sidewalk area. The site drawing/sketch shall include the entire sidewalk area to be occupied from the face of the Premises to the curb, and including light poles, parking meters, etc. The sidewalk area that will be used by the License Holder's servers as they approach and serve the Sidewalk Café tables shall be shaded or cross-hatched on the site drawing/sketch. The doorway into the Premises shall also be depicted on the site drawing/sketch. The scale of the site drawing/sketch shall be ¼ inch = 1 foot, and shall show the dimensions of all items depicted on it, including, but not limited to, the length and width of the sidewalk area, the size of tables and chairs (and any other furniture or appurtenances), lamp poles, parking meters, and anything else occupying the sidewalk area from the face of the Premises to the curb. The site drawing/sketch may be hand

drawn or computer/professionally generated, OR for the renewal of an existing Sidewalk Café Permit, a letter to the City Clerk's Office, signed by a legally authorized representative of the License Holder, confirming that the site drawing/sketch previously submitted is still current and up-to-date.

3. A check for the current fee listed on above, payable to the "City of Annapolis".
4. An insurance certificate listing the City of Annapolis, its elected officials, appointees, directors, employees, agents, contractors and representatives as an additional insured for the Sidewalk Café. Proof of such insurance shall be submitted before a Sidewalk Café Permit shall be issued or renewed.

Once approved, the City Clerk will notify the License Holder that its Sidewalk Café Permit is available for pick up at the City Clerk's Office, or other designated location.

Please contact the City Clerk's office if you have any questions or need further assistance.



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Sidewalk Café Permit Application

Corporate/legal name of the Applicant _____

Contact Person _____

Work Phone # _____ Contact/Cell Phone # _____

E-mail Address _____

Premises Address _____

Total width of sidewalk (Premises' facade to back of curb at narrowest point) _____

Amount of unobstructed passage way on sidewalk _____

Note: If the sidewalk is less than ten feet (10') wide from the Premises' facade to the back of the curb at the narrowest point, the applicant shall be required to obtain the consent of the City Clerk and the Department of Public Works to permit an unobstructed passageway on the sidewalk of no less than five feet (5'); provided such reduction is in accordance with all requirements of the Americans with Disabilities Act.

Unobstructed passage way reduced to _____ feet (____')

Consent of City Clerk _____

Consent of Department of Public Works _____

Sidewalk Café overall dimensions _____ Number of sidewalk seats _____

I hereby certify, on behalf of the applicant, that: (1) I have read and understand the Information Sheet, the Historic District Commission Furniture guidelines and Ordinance O-13-95 Revised, all attached hereto; and (2) the facts and declarations of intent set forth above are true and are intended to be relied upon by the officials of the City of Annapolis.

I hereby further certify, on behalf of the applicant, that: the applicant shall fully insure, indemnify, defend and hold harmless the City of Annapolis, its elected officials, appointees, directors, employees, agents, contractors and representatives from and against any and all claims and damages in any way arising out of or through the acts or omissions of the applicant or its employees in the construction, operation, maintenance, use, placement or condition of the Sidewalk Café and/or the Sidewalk Café Permit.

Applicant (print) _____ Title _____

Signature _____ Date _____

Request for Consumption of Alcoholic Beverages on City Property

I hereby certify, on behalf of the applicant, that the above information is true and correct to the best of my knowledge, information and belief, and that I have read and understand the statements made on this application.

Licensee _____ Date _____

Licensee _____ Date _____

Licensee _____ Date _____

FOR CITY USE ONLY

Department	Recommendation	Date
Public Works, Director		
City Clerk		
Alcoholic Beverage Control Board		

Items to be Submitted	Date of Submittal	Already On-File
Sidewalk Café Permit Application		
Site Drawing or Sketch		
Check for Current Fee		
Insurance Certificate		