



City of Annapolis
Office of the City Clerk
 145 Gorman Street, 3rd Fl
 Annapolis, MD 21401-2535

DepClerk@annapolis.gov • 410-263-7942 • Fax 410-280-1853 • www.annapolis.gov
 Deaf, hard of hearing or speech disability - use MD Relay or 711

Sidewalk Café Permit Application

Instructions

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 (hereinafter “operating establishment”) for public consumption at tables or counters located on the sidewalk fronting the operating establishment. Sidewalk cafés shall operate only as authorized pursuant to this chapter. (Ord. O-16-99 § 1, (part); Ord. O-28-96 § 1; Ord. O-13-95 § 1 (part)).

Authority

Annapolis City Code and Charter, Chapter 7.42. The Code is available online or a copy will be provided to you. Please take a few minutes and review this to ensure that you are in compliance with the law. If you have any questions, please contact the Assistant City Clerk above.

Enforcement

§7.42.040

The provisions of this chapter shall be enforced by the Department of Public Works. A person who continues to violate this chapter after a written request to take corrective action is guilty of a municipal infraction and shall be fined for each violation as established by resolution of the City Council plus costs. In addition, the City Council may revoke or suspend a permit issued pursuant to this chapter upon a second or subsequent conviction under this section in any twelve month period. (Ord. O-5-04 § 1 (part), 2004; Ord. O-13-95 § 1 (part))

Service of Alcoholic Beverages

Licensed establishments seeking service of alcoholic beverages on City property are required to obtain approval from the Alcoholic Beverage Control Board. The Board meets the first Wednesday of each month at 7:00 p.m. in the Council Chamber.

General Information

1. A sidewalk café must leave a minimum of a six-foot unobstructed passageway for pedestrians along the length of the café. If the sidewalk is less than 10 feet wide from the building facade to the back of the curb at the narrowest point, the City Clerk, with the consent of the Department of Public Works, may reduce the unobstructed passageway to no less than 5 feet in accordance with the requirements of the Americans with Disabilities Act. (City Code Section 7.42.020A)
2. Applicant must submit a sketch showing the sidewalk area to be occupied. Show tables and chairs (and any other furniture or appurtenances) as they will be placed. The sketch must include the entire area from the face of the building to the curb and include light poles, parking meters, etc. The area which will be used by servers as they approach and serve the tables should be shaded or cross-hatched. The doorway into the establishment must also be depicted.

Scale must be 1/4" = 1 foot on 8-1/2 x 11 sheet. The sketch may be hand-drawn, but must show all dimensions: length and width of area, size of tables and chairs, lamp poles and anything else occupying the area from curb to face of building, etc.

3. The holder of a sidewalk café permit shall fully insure, indemnify, defend and hold harmless the city and in their capacity as such, the officers, agents and employees thereof from and against any and all claims and damages in any way arising out of or through the acts or omissions of the permit holder or its employees in the construction, operation, maintenance, use, placement or condition of the sidewalk café. Proof of such insurance must be submitted before a permit may be issued or renewed. (City Code Section 7.42.020C)
4. Sidewalk café permits are not transferable.
5. Sidewalk café permit fees are not prorated.

To be considered complete, all license holders must submit, at the time of filing:

1. Effective May 1 - April 30
2. An application, available either on the website or at the City Clerk's Office above
3. A sidewalk café site drawing/sketching.
4. A check for the current fee on the application payable to the *City of Annapolis*.
5. An insurance certificate listing the *City of Annapolis* as an additional insured for the sidewalk café area.
6. Once approved, your sidewalk café permit will be available for you to pick up when notified.

Please contact the Clerks office if you have any questions or need further assistance.



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Sidewalk Café Permit Application

City Code Section 7.42
 May 1 - April 30; \$340.00 application fee

Establishment _____
 Address _____
 Owner/applicant _____
 Phones Day _____ Home _____

Total width of sidewalk (building facade to back of curb at narrowest point) _____
 Amount of unobstructed passage way _____

Note: If the sidewalk is less than 10 feet wide from the building facade to the back of the curb at the narrowest point, the City Clerk, with the consent of the Department of Public Works, may reduce the unobstructed passageway to no less than 5 feet in accordance with the requirements of the Americans with Disabilities Act.

Unobstructed passage way reduced to _____
 Consent of Department of Public Works _____

Café dimensions _____ Number of sidewalk seats _____

I hereby certify that: (1) I have read and understand the Information Sheet, Historic District Commission Furniture guidelines and Ordinance O-13-95 Revised, 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.

Applicant (print) _____ Title _____
 Signature _____ Date _____

Request for Consumption of Alcoholic Beverages on City Property

I hereby certify 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, Regina C. Watkins-Eldridge		
Alcoholic Beverage Control Board		