



The City of York Pennsylvania

101 South George Street ❖ P.O. Box 509 ❖ York, PA 17405

www.yorkcity.org

Honorable C. Kim Bracey, Mayor

SIDEWALK CAFÉ APPLICATION REQUIREMENTS

Each applicant for a license under this Part shall submit three (3) copies of the application and plans for the sidewalk café to the Bureau of Permits, Planning and Zoning, which shall issue a permit upon compliance with the terms and conditions of this Part. Application shall be made within fourteen (14) business days prior to the intended start date. Applications for sidewalk café permits shall include the following:

- A. The name and street address of the applicant
- B. The name and street address of the owner of the sidewalk café, or the owner of the underlying freehold and/or abutting property owner if not the same person and;
 - (1) A description of the owner of the abutting property owner if other than a natural person, including the legal status (corporation, partnership, etc.) and a general description of the type(s) of business operated on the abutting property.
 - (2) Letter from the abutting property showing their support for the operation of a sidewalk café.
 - (3) Written authority in the form of a power of attorney from the owner to submit the application if the applicant is not the owner of the abutting property.
- C. The name and street address of the registered agent for the service of process, if the applicant represents a corporation; or the names and street addresses of the officers or partners, if the applicant represents an association, partnership or other entity.
- D. The name and street address of the operator, manager or other person responsible for the operation of the sidewalk café.
- E. The name under which the sidewalk café will be operated.
- F. The street address and the City Food Establishment license number of the restaurant operating and servicing the sidewalk café.
- G. A copy of the current City business license
- H. A site plan drawn to a scale of one-half (½) inch equals one (1) foot, showing:
 - (1) The entirety of the sidewalk abutting the property of the owner.
 - (2) The frontage of the property proposed for the sidewalk café.
 - (3) All abutting properties.
 - (4) All existing sidewalk features including, but not limited to, trees, utility poles, sign poles, fire hydrants, permanent litter receptacles, telephone booths, news vending racks and mailboxes.
 - (5) Any bus stops within twenty-five (25) feet on either side of the proposed sidewalk café area.
 - (6) Detailed drawings of legible proportions showing the limits of the proposed sidewalk café site, the design dimensions and proposed location of all proposed temporary structures (i.e., canopies, umbrellas, planters, landscaping, tables, chairs, all exterior lighting, electrical outlets, etc.), the proposed pedestrian walkway and the side and front elevation of the proposed sidewalk café.
- I. The seating capacity of the proposed sidewalk café.
- J. A copy or copies of the certificate or certificates of insurance required to be provided.
- K. If the serving of alcoholic beverages is proposed, a copy of the current state liquor license that will allow or can be amended to allow the applicant to serve alcoholic beverages in the sidewalk café.

Reminder: Sidewalk café permits are not transferable. Changes in ownership/operation require reapplication for a permit.

BUREAU OF PERMITS, PLANNING AND ZONING
City of York, Pennsylvania
101 South George Street • P.O. Box 509 • York, Pennsylvania 17405

APPLICATION FOR SIDEWALK CAFÉ

DATE: _____

CAFÉ NAME: _____

LOCATION: _____

APPLICANT'S NAME: _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

OWNER'S NAME: _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

APPLICATION FOR: ☐ **SIDEWALK CAFÉ** ☐ **MINI SIDEWALK CAFÉ (bistro tables only)**

HEALTH LICENSE NUMBER: _____ **SEATING CAPACITY:** _____

CAFÉ OPERATING HOURS: _____ **ALCOHOL** ☐ **YES** ☐ **NO**

OWNER'S/AUTHORIZED APPLICANT'S SIGNATURE: _____

By my signature, I agree to comply with the provisions of the City Sidewalk Café Ordinance as amended and summarized on the attached page, and to comply with all other City Ordinances and applicable regulations.

DOCUMENTATION REQUIRED WITH APPLICATION

PROVIDED BY APPLICANT	REVIEWED BY CITY	
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan Provided
<input type="checkbox"/>	<input type="checkbox"/>	Insurance Documentation Provided
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Liquor License Provided
<input type="checkbox"/>	<input type="checkbox"/>	Fees Paid
<input type="checkbox"/>	<input type="checkbox"/>	Property Inspected
<input type="checkbox"/>	<input type="checkbox"/>	Support Letter(s) from abutting property owner(s)
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Current City Business License
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan, 1/2" = 1'
<input type="checkbox"/>	<input type="checkbox"/>	Copy of PA LCB License if applicable

CITY USE ONLY

Year of Café Operations (under amended ordinance): _____

Conditions: _____

☐ Application Approved ☐ Application Denied, Reason for Denial: _____

Issuing Officer: _____ Date: _____