



Building & Planning  
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# CITY OF BERKLEY, MICHIGAN

## SIDEWALK CAFÉ LICENSE AGREEMENT APPLICATION

This application and applicable fees must be submitted with 14 copies of folded plans.  
 Account Number 101-1-617

**Applicant:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Complete Address: \_\_\_\_\_

**Property Owner: (if different than above)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Complete Address: \_\_\_\_\_

**Description of Property for Review: (this area must be completely filled out)**

Lot Number \_\_\_\_\_

Subdivision \_\_\_\_\_

Sidwell/Parcel Identification Number \_\_\_\_\_

Street Address: \_\_\_\_\_ on the \_\_\_\_\_ side of  
(north, south, east, west)  
 \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_  
(street) (street) (street)

Number of Seats: \_\_\_\_\_

New Café? \_\_\_\_\_ Yes \_\_\_\_\_ No

Renewal of Licensing Agreement? \_\_\_\_\_ Yes \_\_\_\_\_ No

Change in Seating Plan? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date Signed

**Fees:** New Café: \$370.00 Renewal: \$140.00

**Office use only**

Received \_\_\_\_\_ Receipt # \_\_\_\_\_ Hearing Date \_\_\_\_\_ Case # \_\_\_\_\_

**City Council Disposition:** \_\_\_\_\_

## **APPLICATION INSTRUCTIONS**

A minimum clearance of 5 feet shall be maintained between all obstructions and the proposed café railing. The term of the Agreement shall be April 1 to October 31 of each year. An annual renewal is required for all sidewalk cafes. Insurance holding the City harmless is required for the time frame of the license. All license agreements are subject to the Berkley City Council's approval. Outside service approval from the State Liquor Control Commission may also be required. A complete application and café site plan must be submitted. The detailed Sidewalk Café Site Plan shall include the following:

1. The entire area between the curb and the building, including the curb line and building wall.
2. All existing and proposed obstructions in this area (trees, benches, light posts, newsstands, proposed railing location and seating plan).
3. Each chair and table.
4. A railing anchored into the sidewalk. The plan shall show an elevation and cross section of the proposed railing design and the method of anchoring.
5. All doors, windows, and other building openings.
6. Location and illumination of street lights.
7. Drawn to an engineer's scale with dimensions.
8. Engineer or architect's seal.