



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022
p: (847) 835-4111 | info@villageofglencoe.org | Follow Us: @VGlencoe

Last Updated: April 4, 2022

www.villageofglencoe.org

Application for Licensing Agreement for Outdoor Dining Structures on Public Right-of-Way

This is a fillable PDF form. You may complete the form electronically and e-mail a saved copy to info@villageofglencoe.org or print and mail/deliver the form to the department listed at the end of this form.

Section A: General Information, Insurance and Layout

The undersigned hereby is requesting consideration of a licensing agreement for use of public right-of-way in the B-1 Business District for outdoor dining structures.

Business Name: _____

Business Address: _____

Applicant Name (owner/manager): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Cell Number: _____

E-mail Address: _____

Section B: Operational Procedures

- Licensing agreements for outdoor dining structures will only be considered in the B-1 Business District for use of public parking spaces or sidewalk.
- The Village Board will consider licensing agreement requests at a regularly scheduled Village Board meeting. Staff cannot implement licensing agreements without Village Board approval.
- Applicants must provide a complete application (see list of required documents below). Incomplete applications will not be considered by the Village Board.
- If a licensing agreement is approved, the duration of the use of the public right-of-way will be specified in the licensing agreement and the licensee will be required to pay a monthly fee for use of public right-of-way, as set forth in the Village's comprehensive fee and fine schedule. As of May 1, 2022, the fee is \$0.50 per square foot per month.
- Businesses must have a valid Village of Glencoe Business License in order to enter into a licensing agreement.
- An on-site inspection by the Village is required before a permit may be issued. The Village may require modifications to the location of any furniture, planters or other outdoor decorations in the public right-of-way at any time.

- The Village reserves the right to require modifications to the location of any furniture, planters or other outdoor decorations on the public right-of-way at any time.
- Liquor may only be served in the designated area by a business with a valid liquor license.
- Outdoor dining areas **must be kept clean and free of trash and debris at all times.** The licensee will be responsible for trash and debris removal in the outdoor seating area, using their own receptacles.
- In the event of an emergency repair, inclement weather or when otherwise notified by the Village to do so, the licensee will promptly remove and securely store all furnishings.
- Umbrellas must be retracted or tied/fastened securely in a closed position before and after service hours.
- The licensee is responsible for the maintenance and upkeep of area used for outdoor dining including the replacement or repair of damaged public property.
- The licensee is responsible for ensuring that the seating area conforms to the approved site plan, including resetting furniture if it is moved by customers.
- Licensee using outdoor heating appliances, such as patio heaters, must comply with the following:
 - Appliances must comply with manufacturer’s operating procedures and clearances. Appliances must be properly spaced from awnings, umbrellas, landscaping and other exterior features when in use.
 - Only commercial-grade appliances are permitted. Residential-grade heaters are not allowed.
 - Appliances are required to be free-standing, made of metal and have either stainless steel or factory-painted finish. Glass appliances are not permitted. Appliances should have lifting shrouds to hide propane tanks.
 - When not in use (summer months) the appliance should be removed from the public sidewalk area.
 - All outdoor heating appliances are subject to Village approval.

Section C: Application Procedures and Requirements

- **Applicants must submit drawings to scale of proposed site plan for outdoor dining** including measurements of the proposed area, dining structure(s), total number of tables, chairs, awnings and trash receptacles. The drawings should also identify the approximate measurements between the dining area and the street.
- **Applicants must submit a signed letter from their building’s property owner (if the applicant does not own the building) indicating the property owner’s support for the application.**
- **Applicants must submit a furniture specification sheet** listing all outdoor furniture and equipment. Photographs of furniture and equipment may be substituted for specification sheets as long as a sheet listing the dimensions of furniture and equipment accompanies the photographs. Plastic seating or tables are not allowed.
- **Applicants must provide a Certificate of Insurance, naming the Village of Glencoe as additional insured.** The Certificate of Insurance must have a minimum of \$1 million combined single limit per occurrence for bodily injury and property damage; and **\$1 million in liquor liability coverage if the business serves alcohol.**
- **Applicants requesting use of outdoor heating appliances, such as patio heaters, must provide specification sheets for the heating appliances requested and written permission from the building/property owner** approving the use of outdoor heating appliances or devices with combustible flames.
- **Applicants requesting an outdoor seating area that extends beyond the storefront of the applicant’s business to the storefront must provide written consent from the adjacent business(es)/property owner(s).** Applicants may request that the seating area extend to one storefront in both directions of the applicant’s business (for example, one storefront to the north and one storefront to the south, etc.). Such consent must include an acknowledgement of the hours of operation of the outdoor seating area.
- **Dining structures may require a building permit and/or inspections prior to use.** The necessity of a building permit and/or inspections will be determined by staff on a case-by-case basis, based on the proposed use and site plan.

Section D: Dining Structure Appearance and Design Guidelines

Dining structures must conform to the following appearance and design guidelines. The Village Board may, in its sole discretion, approve a variation from these guidelines pursuant to a licensing agreement. Plastic/PVC banquet-style tents and pop-up tents are not allowed under the appearance/design guidelines.

- Crash barriers - Required for use of on-street space (specifications to be determined by staff on a case-by-case basis, based on the specific use proposed); aesthetics to be coordinated with the Village's downtown design guidelines regarding colors and landscaping
- Structure materials - Rigid sides (plexiglass or similar) or durable soft material (Sunbrella or similar canvas, awning material or similar; no plastic or PVC) and color coordinated with existing awnings (if the business has awnings) and/or the Village's downtown design guidelines
- Table umbrella material to be Sunbrella, canvas or similar material (no plastic fabrics or PVC), no signage on umbrellas, colors to be coordinated with the Village's downtown design guidelines
- Signage allowed only at the discretion of the Village Board when needed due to lack of visibility of wall signage of the applicant's business or an adjacent business
- Heating elements must be commercial grade appliances using either propane or electricity; shrouds must cover propane tanks; electric heaters must have well-maintained cables
- Lighting elements - White lights only (no colored lightbulbs or multi-colored lights); while in use, lights must remain constantly on (no blinking lights, chase lights, etc.); cord plans are required and are subject to inspection before use
- Raised platform - May be used to raise seating area to curb/sidewalk height (may not elevate higher than curb/sidewalk); specifications to be recommended by staff on a case-by-case basis, based on the specific use proposed

Section E: Acknowledgement and Signature of Operating Procedures and Hold Harmless Agreement

Signature: _____ Date: _____

Required Documents Checklist

- **Outdoor Seating Area Site Plan**
- **Furniture Specification Sheet**
- **Outdoor Heating Appliance Specification Sheet (if applicable)**
- **Building permit application (if applicable)**
- **Property Owner Letter of Support**
- **Certificate of insurance**

Please e-mail this form with any supporting material to:

Village Manager's Office
Village of Glencoe
675 Village Court
Glencoe, Illinois 60022

Phone: (847) 835-4114 | Fax: (847) 835-1785 | E-mail: info@villageofglencoe.org