



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

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

Last Updated: February 26, 2024

www.villageofglencoe.org

Application for 2024 Outdoor Seating Permit

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 applying for the issuance of a Village of Glencoe permit allowing the use of public property pursuant to Article VI of Chapter 5 of the Glencoe Village Code (a "Permit") to the operators of businesses in the B-1 and B-2 Zoning Districts to establish a temporary outdoor seating area on sidewalk areas, which will be valid through November 30, 2024. The Village reserves the right to amend the outdoor seating season at any time.

Business Name: _____

Business Address: _____

Applicant Name (owner/manager): _____

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

Phone Number: _____ Cell Number: _____

E-mail Address: _____

Section B: Operational Procedures

- Outdoor seating areas are permitted in the downtown B-1 Business District and B-2 Business District (Hubbard Woods Plaza).
- Once issued, outdoor seating permits are valid from **April 1 through November 30, 2024**. Variations in schedule may be approved by the Village and will be communicated in writing to businesses.
- Businesses must have a valid Village of Glencoe Business License in order to receive an Outdoor Seating Permit.
- A minimum of **five (5) feet of pedestrian access must be maintained at all times**. The operation of the outdoor seating area cannot interfere with the passage of pedestrian or vehicular traffic, or reduce the portion of the public sidewalk to less than five (5) feet clear of all obstructions, measured from the edge of the sidewalk closest to the curb (or lamp posts, where such exist).
- 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 on the public sidewalk 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 sidewalk at any time, including the revocation of an Outdoor Seating Permit.
- Liquor may only be served in the designated area by a business with a valid liquor license.

- The Outdoor Seating Permit must be posted alongside the licensee’s Business License in a visible location at the business.
- Outdoor seating areas **must be kept clean and free of trash and debris at all times**. The Outdoor Seating Permit holder is 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 and materials from the sidewalk.
- Permit holder is responsible for the maintenance and upkeep of area used for outdoor seating including the replacement or repair of damaged public property.
- Permit holder is responsible for ensuring that the seating area conforms to the approved site plan, including resetting furniture if it is moved by customers.
- Permit holders 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.
- If fencing is permitted on private property, a sign stating “No Alcohol Allowed Beyond This Point” must be posted at the exit to the fenced in area.
- If the State of Illinois, Cook County or the Village issue new, additional or clarifying regulations related to outdoor dining or public health measures that are more restrictive than the outdoor seating permit requirements, then the Village will communicate such regulations with the permit holder and the permit holder may be required to modify or remove their outdoor seating plan.

Section C: Application Procedures and Requirements

- **Applicants must submit drawings of proposed site plan for outdoor seating** including measurements of the proposed area, total number of tables, chairs, awnings and trash receptacles. The drawings should also identify the approximate measurements between the seating area and the street. Extension of the outdoor seating area beyond the storefront of the applicant will be reviewed and approved on a case by case basis.
- **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.
- If seating area is located on a public sidewalk (not private property), **the business 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.

Section D: Hold Harmless Agreement

The applying business shall sign the following Hold Harmless Agreement with the Village of Glencoe holding the Village harmless of any claim that may arise from their use of designated public property, or equipment in conjunction with this permitted use.

I certify that I represent the applying business which will establish a seasonal outdoor seating area. I further certify that the business will perform in accordance with the directions and specifications of the Village of Glencoe, and that, to the fullest extent permitted by law, the business agrees to defend, indemnify and hold harmless the municipality, its officials, agents and employees against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses, which may in anyway accrue against the municipality, its officials, agents and employees, arising in whole or in part of the operation of the business or its employees, or which may in anyway result therefore, except that arising out of the sole legal cause of the municipality, its agents or employees, the business shall, at its own expense, appear, defend and pay all charges of attorneys and other expenses arising therefore or incurred in connections with, and, if any judgment shall be rendered against the municipality, its officials, agents and employees, in any such action, the business shall, at its own expense, satisfy and discharge the same.

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)**
- **Business/Property Owner Consent to Use of Outdoor Heating Appliance (if applicable)**
- **Adjacent Business/Property Owner Consent for Extended Seating Area (if applicable)**
- **Certificate of insurance (if applicable)**

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