

# Application for Outdoor Service - 2021

City Services Center, 500 Fifteenth Avenue SW, Cedar Rapids, IA 52404 Phone:

(319) 286-5836 | Email: [zoning@cedar-rapids.org](mailto:zoning@cedar-rapids.org)



## Application for Outdoor Commercial Service – 2021

Purpose: Encourage commercial businesses to serve their customers outdoors for social distancing by simplifying the approval processes.

- Commercial businesses include, but are not limited to, restaurants, bars, retail, and fitness centers.
- No fees for processing this application. Standard permitting and fees will apply for alcohol service and temporary building structures.
- Outdoor service area approvals will remain in effect through December 31, 2021. Approvals may be renewed annually for January 1 to December 31 until such time that the conditions necessitating this action have been alleviated.

## Instructions

1. For use of private property, refer to the checklist below for required information. Complete and sign the Private Property Acknowledgement Form on the following pages.
2. For use of public property, such as City sidewalks, refer to the checklist below for required information. Complete and sign the Right-of-Way Impact form on the following pages.
3. Submit your completed form and any other required documentation to Development Services/Zoning by hand, mail or email [zoning@cedar-rapids.org](mailto:zoning@cedar-rapids.org). Contact Zoning at 319-286-5836 with any questions about completing the form.
4. If your application is complete you will receive approval from the City with a Change of Use/Zoning Clearance Permit.

## Checklists – Please submit the following with your application

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### For use of private property

- Private Property Acknowledgement Form
  - Temporary Outdoor Alcohol Permit (for alcohol service only) contact City Clerk 319-286-5060
  - Tent or Temporary Structure Permit (if applicable) contact Building Services 319-286-5831
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### For use of sidewalks or public right-of-way

- Right-of-Way Impact Form
- Certificate of Liability Insurance
- Sidewalk Café Permit

- Temporary Outdoor Alcohol Permit (for alcohol service only) contact City Clerk 319-286-5060
- Tent or Temporary Structure Permit (if applicable) contact Building Services 319-286-5831

## Private Property Acknowledgement Form

Name of Business:

Business Owner:

Business Address:

Description of Proposed Outdoor Service Area:

Original total occupancy of the building:

Day-to-Day Contact Name:

Telephone:

E-mail:

Property Owner/Deed Holder:

By signing this Acknowledgement Form, I hereby agree to the following conditions:

- Maintain accessible routes between parking, services, and restrooms to ensure Americans with Disabilities Act compliance.
- Combined occupancy of the new outdoor area and building does not exceed the original total occupancy of the building.
- Minimum number of parking spaces provided, including ADA accessible spaces according to City Zoning Ordinance.

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Business Representative

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Date

## Right-of-Way Impact Form

Name of Business:

Business Owner:

Address:

Description and location of Proposed Outdoor Service Area:

Original total occupancy of building:

Day-to-Day Contact Name:

Telephone:

E-mail:

Property Owner/Deed Holder:

By signing this Right-of-Way Impact Form, I hereby agree to the following conditions:

- Seating/service area is at least 6 feet from the street curb. Maintain a 6 foot clear path for pedestrians on sidewalks
- Seating/service area must be delineated with markings or temporary fencing that is consistent with the character of the area
- Maintain accessible route between parking, services, and restrooms to ensure ADA compliance.
- Combined occupancy of the new outdoor area and building does not exceed the original total occupancy of the building.
- Minimum number of parking spaces provided, including ADA accessible spaces according to City code.
- Submit a Certificate of Liability Insurance (see attached example certificate). Auto insurance is not required for a sidewalk café or merchandise display.
- The Owners acknowledge there is or will be seating/service areas within said right of way. For future construction, reconstruction or maintenance of existing infrastructures, the Owners will allow access for the City and/or its representatives to construct, reconstruct or maintain said infrastructure. The City will take any and all measures to give at least 24 hours' notice to Owners.
- The Owner agrees to be fully responsible for any and all property damage or injury to or death of any person which results from any and all negligence, omission, defect in design, maintenance or workmanship created by the Owner, its agents, employees, contractors or subcontractors, or any cause of action arising out of the installation, maintenance, or location of said seating/service area. The Owner agrees to defend, indemnify and hold the City, its officers, and employees harmless from any and all liability arising out of such negligence, omission, defect, or other cause of action; that it will defend the City, its officers, and employees and pay all attorney fees in any and all actions brought as a result of such; and that it will indemnify the City, its officers, employees against any and all loss sustained by reason of such negligence, omission, defect, or other cause of action arising out of the installation, maintenance, or location of said seating/service area;

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Business Representative

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Date