



PERMIT APPLICATION FOR SIDEWALK DINING AND/OR RETAILING

City of Decorah
400 Claiborne Drive
Decorah, IA 52101
(563) 382-3651
citymanager@decorah.iowa.gov

Persons interested in the temporary use of sidewalk space in the dedicated public right-of-way (ROW) for dining and/or retailing may submit an application for consideration by the City of Decorah. Use of the sidewalk for these purposes is restricted to the C-3 Zoning District. Please note that a 4-ft wide continuous and unobstructed pedestrian access route must be provided on the sidewalk along the frontage of each business.

INSTRUCTIONS: Complete the application in full and submit to the City Manager's Office with required materials. Ordinarily, the City Manager's office will consider and approve permits that meet the specified requirements, but at their discretion may bring a permit before City Council for consideration. **An approved permit is required prior to using the designated ROW space.** Please see page 2 of this application for additional details.

ORGANIZATION/BUSINESS NAME (APPLICANT):	PHONE:
MAILING ADDRESS:	E-MAIL:
BUSINESS OWNER'S NAME OR BUSINESS REPRESENTATIVE'S NAME:	
PROPERTY OWNER NAME:	
MAILING ADDRESS:	PHONE:
E-MAIL:	E-MAIL:
PROPOSED LOCATION: [NEAREST STREET ADDRESS]	
DESCRIPTION OF PROPOSED RIGHT-OF-WAY (ROW) USE: [INCLUDE SITE PLAN]	
<p>APPLICANT'S AFFIRMATION</p> <p><i>I do hereby affirm that I am the owner of the above-described business or that I am a duly authorized representative of said business that is requesting the permit. I agree that Applicant will defend, indemnify, protect, and save harmless the City of Decorah, its employees, agents, and elected officials from any and all liability, from any claim or cause of action which any person may have or claim to have by any reason of any actual or alleged failure on the part of the applicant to comply with the terms and provisions thereof. Applicant agrees to pay on behalf of the City of Decorah all sums (including reasonable attorneys' fees and costs) that the City of Decorah is obligated to pay by reason of any liability of any kind resulting from the use by the Applicant and Applicant's invitees, guests, employees, and agents of the public property and public right of way covered by this permit application. I hereby certify that I have read and examined this application and its attachments and know the same to be complete, true, and correct.</i></p> <p>Representative or Applicant Signature: _____ Date: _____</p>	
OFFICE USE ONLY	
Date Received: _____ <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> Site Plan <input type="checkbox"/> Dining <input type="checkbox"/> Retailing	
Police Department: <input type="checkbox"/> Approved Initials: _____ <input type="checkbox"/> Denied Date: _____	City Engineer: <input type="checkbox"/> Approved Initials: _____ <input type="checkbox"/> Denied Date: _____
City Manager: <input type="checkbox"/> Approved Signature: _____ <input type="checkbox"/> Denied Date: _____	

SIDEWALK DINING AND/OR RETAILING PROVISIONS

Persons interested in using the sidewalk in the C-3 Zoning District for dining and/or retailing must submit an application for a "Sidewalk Dining and/or Retailing Permit" for review and consideration as outlined in City Code Section 12.20.080 and 12.20.120.

A permit may be issued to any individual retailer who completes the application and abides by the rules for sidewalk dining and retailing (listed below). The applicant is responsible for obtaining any other applicable permits required for temporary outdoor expansions (e.g., expanded liquor license, outdoor service area, etc.). The permit shall remain valid and in force until such time there is a change of owner/merchant, or unless the permit is otherwise revoked.

All applicants must provide proof of insurance to the City. Insurance requirements are as follows: Throughout the term of any permit, the Applicant shall maintain Comprehensive General Liability Insurance with limits no less than \$2,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. The policy shall name the City of Decorah as an Additional Insured and require 30 days' written notice of cancellation. Applicants are responsible for ensuring the City has an updated copy of the proof of insurance on file.

Rules for Sidewalk Dining and Retailing:

1. A 4-ft wide continuous and unobstructed pedestrian access route must be provided on the sidewalk along the frontage of each business. Retailers must keep all objects (tables, chairs, clothes rack, etc.) out of the 4-ft pedestrian access route.
2. Applicant must provide trash collection for sidewalk dining.
3. All signs must conform to the City sign ordinance. Signs shall be no larger than two feet across and four feet tall and shall have no more than two functional sides for message display.
4. No amplified sound is permitted.
5. The goods and services sold must be identical to goods and services sold inside a retail establishment (e.g., a shoe store may not sell cellular phone plans).
6. The City of Decorah reserves the right to terminate the permit if the above-listed requirements are not met.