



Sidewalk Café License

In order to ensure the safety and pleasure of our Historic District visitors and residents, the City of Roswell has adopted a Sidewalk Café Ordinance related to outdoor dining on public sidewalks. The Ordinance provides standards and criteria for the licensing of sidewalk cafes so that business owners may utilize outdoor dining space in a manner that promotes a healthy relationship between the business, pedestrians, and surrounding property owners.

This purpose of this Sidewalk Café Licensing Guide is to outline some of the regulations and application requirements contained in the Sidewalk Café Ordinance. For a complete listing of the requirements and limitations please refer to Article 9.7.15, *Outdoor Dining*, of the City of Roswell Unified Development Code.

Specific Use Requirements

To protect the public health, safety, convenience and general welfare of the surrounding uses, sidewalk cafes shall be subject to the following criteria:

Where outdoor dining is allowed as a limited use, it is subject to the following use standards:

- a. The outdoor dining area must not interfere with the circulation of pedestrian or vehicular traffic. Outdoor dining cannot be located in a required parking space;
- b. When located in the Historic Overlay District, the furniture used must be approved by Historic Preservation Commission (or be on a pre-approved list) and must be kept in a clean, orderly and safe condition;
- c. Restaurants may serve alcoholic beverages in the outdoor dining area provided the principal use complies with state law and Chapter 3 of the Roswell Code of Ordinances which provide that any area outside of the licensed premises used for serving alcoholic beverages be defined by permanent or temporary fencing or other acceptable method;
- d. There may be no signage or logos displayed on umbrellas or awnings that can be seen from the public right-of-way. Where applicable, the Historic Preservation Commission must approve all umbrella and/or awning colors;
- e. The hours of operation for the outdoor dining area may be no greater than that of the principal use; and
- f. Parking must be provided at a rate of 1 space per 300 square of outdoor dining area.

Outdoor Dining in the Right-of-Way is subject to the following use standards:

- a. It is unlawful to place outdoor dining in the public right-of-way without first obtaining a sidewalk cafe license;
- b. The outdoor dining area must abut the building facade, with a minimum 5-foot clear pedestrian passage provided between the dining area and the edge of the pavement;



- c. All kitchen equipment and refuse containers used to service the outdoor dining area must be located inside the principal building;
- d. The outdoor dining area must be maintained in a clean, neat and orderly condition. All debris and litter must be removed daily. Private trash containers in the outdoor dining area are not allowed. Public trash containers may not be used as a means of disposing of table waste;
- e. No extension cords are allowed across sidewalks and no televisions allowed in any outdoor dining area; and
- f. The dispensing and/or storage of alcoholic beverages are prohibited within an outdoor dining area in the public right-of-way without the express permission of Mayor and Council. Any alcoholic beverages ordered within the sidewalk cafe area shall be delivered from a bar area located inside the building holding the consumption on the premises license. This prohibition expressly prohibits coolers, bins or other containers being located within the sidewalk cafe area without permission.

Pre-approved HPC Sidewalk Café Specifications

The following items are pre-approved for use in sidewalk cafes. Applicants are encouraged to use items from this list and by doing so eliminate the requirement to file a minor design plan application to the Historic Preservation Commission for barrier design or other furniture or objects related to the sidewalk café.

Should the sidewalk café applicant wish to deviate from the pre-approved Historic Preservation Commission specifications, they may file a minor design plan application for consideration of items which are not prohibited by the Sidewalk Café Ordinance.

Barrier

The pre-approved sidewalk barrier should be of simple post and chain construction. The post height should be between 33"-36" above sidewalk surface and all posts shall have a top cap. Posts should be placed no farther than 4' apart and the chain drape between posts should be no less than 6" below the tops of posts.

Each post shall be removable, inserted into recessed sockets set flush with the sidewalk.

Pre-approved Material: Plastic, PVC or Metal

Pre-approved Colors: Black or Non-Shiny, Non-Reflective Metallic Finish





Furniture (Tables, Chairs, Host Stand)

Tabletops may be a maximum of 3'x3' or 3' in diameter in size. Tables may be of pedestal or leg design. High top tables are approved for use for sidewalk cafes. Picnic tables are not allowed.

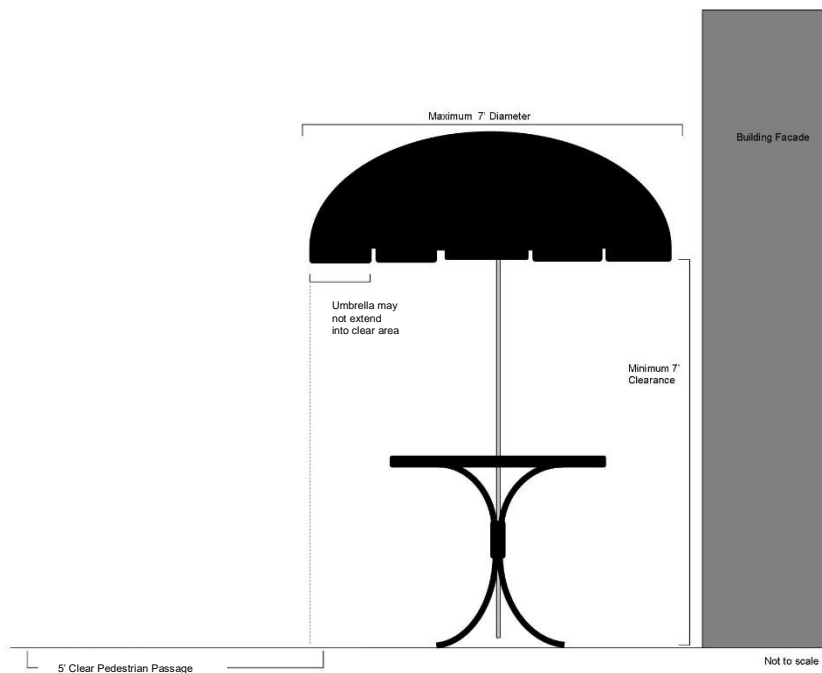
Individual chairs are pre-approved for use in sidewalk cafes. Folding chairs and benches are not approved.

One host stand is allowed within the sidewalk café area.

Pre-approved Materials: Painted Metal, Painted or Stained Wood. Laminate tabletops are allowed but must be of a Historic or Heritage color or finished wood. No PVC or plastic tables are allowed.

Pre-approved Colors: If wood is to be painted, the paint should be chosen from a Historic or Heritage paint palette. No shiny or reflective metal surfaces are allowed.

Umbrellas



Umbrellas, as an integral part of a table, are allowed for use in the sidewalk café. Umbrellas should be no larger than 7' in diameter and no portion of the umbrella shall be less than seven feet (7') above the sidewalk. The umbrella may not interfere with street trees or extend into the clear pedestrian passage.



Pre-approved Materials: Fabric, no vinyl or reflective material allowed. Umbrella hardware is to be of painted metal or painted or stained wood of a muted finish.

Pre-approved Colors: Umbrellas should be of a solid color chosen from the following: Black, Dark Blue, Forest Green, Burgundy, Brown, Beige, or Khaki.

There shall be no signage or logos displayed on umbrellas that can be seen from the public right-of-way.

Notes

- **A minor Historic Preservation Commission application must be filed for the addition of any awnings.**
- **A minor Historic Preservation Commission application must be filed for the addition of any exterior lighting.**

No signs are permitted within sidewalk café areas except for tabletop signs, menu signs, and “Please Wait to Be Seated”

- **Signs; All signs must be removed daily at the close of business.**
- **All kitchen equipment and refuse containers used to service the sidewalk café must be located in the primary restaurant.**



Sidewalk Café License Application

To All Sidewalk Café License Applicants:

1. Please fill out the attached License Application **completely** and return to the Community Development Office, 38 Hill Street, Suite G - 30, Roswell, GA 30075. To speak with the License Registration Specialist, contact the Community Development Department at 770-641-3780.

2. Provide copies of required documentation at the time the application is filed. Applicant must provide the following:
 - a. All site plans (including architectural plans) for sidewalk cafes shall include a sketch showing existing interior floor plans if appropriate;
 - b. Exterior floor plans if applicable;
 - c. Building elevations;
 - d. Setbacks;
 - e. Types of landscaping/ground covering;
 - f. Lighting;
 - g. Location of tables, chairs and other furniture;
 - h. Pedestrian ingress and egress (clear path)
 - i. All other information deemed necessary for processing of application;
 - j. Photographs, drawings, or manufacturers' brochures describing the appearance of the proposed tables, chairs, umbrellas or other objects related to the sidewalk café.

Any missing, incomplete or false information or failure to present documentation will result in the refusal of this application.

3. A fee of \$300.00 new application, or \$100.00 renewal with changes, or \$50.00 annual renewal for the Sidewalk Café License, must be submitted with the application.

4. Before a license can be issued, the applicant must comply with all standards and criteria (Section 9.7.15), liability and insurance requirements and must be approved by Mayor and City Council.



LICENSE NO: _____

Sidewalk Cafe License Application

Name of Business with Sidewalk Cafe (include d/b/a if applicable)

Location (Street and Suite #) City State Zip

Description of location for the utilization of a Sidewalk Cafe:

Ownership <input type="checkbox"/> Proprietorship; <input type="checkbox"/> Partnership; <input type="checkbox"/> Corporation	<input type="checkbox"/> In-town <input type="checkbox"/> Out-of-state	No. of tables	No. of Chairs	Date ____ / ____ / ____ Beginning of sidewalk cafe within City of Roswell
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Owner Name (Company and/or Individual – Please print)

Mailing Address (if other than above) City State Zip

Business Phone Date of Birth

Cell or Home Phone

Fax Phone E-mail Fed. ID No./Employee Identification No.

STATEMENT OF CONFIDENTIALITY: Information provided by a business or practitioner to the City of Roswell for the purpose of determining applicability is confidential to the extent it qualifies for exemption from disclosure under Article 4, Chapter 18, Title 50 of the *Official Code of Georgia*.

APPLICANT AFFIDAVIT: *I hereby certify that all information provided herein is complete. I have answered all questions completely and truthfully to the best of my knowledge. I hereby acknowledge that I have read and understand the rules and regulations for the Licensing of Sidewalk Cafe in the City of Roswell. Any false statement on this application automatically voids this license.*

Signature of Business Owner or Owner's Representative Date: ____ / ____ / ____

Title

BUSINESS
BUSINESS OWNER
AFFIDAVIT



Business Questionnaire For use in the licensing of Sidewalk Cafes

1. If the business requesting the license is a Sole Proprietorship or a Partnership, provide the names, home addresses, date of birth and driver's license information for each individual owner. If the business is a Corporation, a Limited Liability Corporation or a Limited Liability Partnership, then list the name and business address of the registered agent for the business entity and the name and title of the president, CEO, or managing partner.

Name	Title (President)
Home Address	
Home Phone Number	
Date of Birth	
Name	Title (Vice President)
Home Address	
Home Phone Number	
Date of Birth	
Name	Title
Home Address	
Home Phone Number	
Date of Birth	

- 1.) Proof of insurance Yes No
 Coverage: _____
 Company: _____
 Expiration Date: _____
- 2.) Business registration verification: Yes No
 Registration No: _____
- 3.) Fulton County Health Department certification - copy Yes No
- 4.) Liquor License - copy Yes No

Applicant Signature: _____ Date: ____/____/____
 Business Owner or Owner's Representative/Title



Sidewalk Café Occupancy Fire Inspection Form

Emergency services contact information. This form must be filled out completely.

Name of Business _____			
Business Street Address Suite/Apt. # _____		City State Zip _____	
Name of Business Owner (Company and/or Individual – Please print) _____			
Business Phone _____	Emergency Phone _____	Cell Phone _____	E-mail _____
Type of Business (Explain) _____	Size of area in sq. feet, or _____		Dimensions _____ x _____
Hazardous or flammable materials stored on site? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please list: _____			

In case of emergency after hours, please contact:

First Contact			
Home Street Address Suite/Apt. # _____		City State Zip _____	
Home Phone _____	Cell Phone _____		
Second Contact			
Home Street Address Suite/Apt. # _____		City State Zip _____	
Home Phone _____	Cell Phone _____		
Name of Building / Property Owner			
Home Street Address Suite/Apt. # _____		City State Zip _____	
Home Phone _____	Cell Phone _____	E-mail _____	

To be completed by the Fire Department

Date Last Inspection Approved: ____ / ____ / ____	Sq. Ft. _____
<i>The Roswell Fire Department recommends that a License for a Sidewalk Café be issued for the business listed at the address as stated above.</i>	
Date: ____ / ____ / ____	Approved by Fire Inspector - Signature & Title _____



Sidewalk Café License Fee Schedule

____ Application for Sidewalk Café License Registration fee	\$ 300.00
____ Changes or additions to original license	\$ 100.00
____ Annual renewal with no changes	\$ 50.00
____ Change of Name and Address	No Fee

Fees are payable to the City of Roswell.

Contact Us

For general questions regarding the application process, or to schedule an application review for a sidewalk café license contact between the hours of 8:00 a.m. to 5:00 p.m.:

City of Roswell
Community Development Department
38 Hill Street, Suite G – 30
Roswell, GA 30075
Phone: 770-641-3780
Web Site: www.roswellgov.com