



City of Carbondale
 Planning & Development Management
 200 S. Illinois Avenue
 Carbondale, Illinois 62901
 Phone (618) 457-3248
 Fax (618) 457-3289
 Explorecarbondale.com

**APPLICATION FOR TEMPORARY ENCROACHMENT PERMIT
 FOR SIDEWALK RESTAURANT**

Applicant's Name	Business Name
Business Address	Location of Proposed Sidewalk Café
Business Phone	Manager's Name
If applicant is corporation or partnership, provide names and resident addresses of the officers.	
Name of Corporation	Address
Partnership	

PERMIT REQUIREMENTS

- Sidewalk restaurants are permitted between 6 a.m. and 11:59 p.m.
- A minimum four foot wide passageway shall be maintained for pedestrians to navigate safely past any tables, chairs or umbrellas.
- Umbrellas shall have a maximum diameter of eight feet and a minimum clearance of seven feet above the ground, a weighted base and be cloth fabric covered. No signage, lettering or other graphics/logos shall be allowed on the umbrella face.
- Any furniture used for the sidewalk café shall be maintained in good repair, shall be aesthetically consistent with the location and area for which the temporary encroachment is issued and shall be approved by the City Manager. All furniture must be removed from the area encroachment when the business for which the temporary encroachment permit is issued ceases operation for the day.
- The City Manager may, at his discretion, impose additional requirements upon the permit holder as is necessary and reasonable to protect the health, safety and welfare.

This permit shall be valid from the date of inception until December 31 of the same year unless sooner terminated by the City of Carbondale.

ATTACHMENTS (REQUIRED)

- Certificate of Insurance indicating proof of Public Liability and Property Damage in an amount acceptable to the City naming the City of Carbondale, Illinois, as an additional insured.
- A signed copy of the Release Statement which will hold harmless the City of Carbondale from any liability which may result from the encroachment or issuance of any encroachment permits.
- Application Fee of \$10 in the form of a check made payable to the City of Carbondale.
- A scaled drawing or sketch depicting the dimensions of the proposed permit area and which shows the location and type of tables, chairs, trash receptacles and other equipment proposed to be used,

Signature		Date	
Subscribed and sworn to before me this		Notary Public	
_____ day of _____, 20_____			
FOR OFFICE USE ONLY			
License Issued	Not Issued	If not issued, reason	
Duration of License	From	To	
Zoning District			
Pursuant to Authority contained in Section 17-1-5-F of the City of Carbondale, Illinois, this Temporary Encroachment Permit is issued to:			
Applicant Name		Business Name	
Business Address			
For the purpose of a "Sidewalk Restaurant." This License is issued with the understanding that the above is/are familiar with and agree to abide by the provisions of Section 17-1-5-F of the Revised Code of the City of Carbondale.			
Beginning On		Ending On	
Amount Received \$10		City Manager	