



Sidewalk Café/Seating Permit Application

Sidewalk Use (ROW)

CITY OF VANCOUVER

Vancouver Public Works, Sidewalk Management

Phone: 360-487-8196 | Email: sidewalks@cityofvancouver.us

www.cityofvancouver.us/sidewalkseating

DESCRIPTION OF SIDEWALK CAFÉ/SEATING PROPOSAL	
JOB SITE INFORMATION AND LOCATION	
Address of site:	
Suite/bldg./apt #:	
APPLICANT INFORMATION (All fields are required to be completed)	
Applicant Type: <input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Other (please specify):	
Business name:	
Contact name:	
Mailing Address:	
City/State/Zip:	
Phone:	Fax:
E-mail:	
PROPERTY OWNER INFORMATION (required if applicant is not owner)	
Name:	
Address:	
City/State/Zip:	
Phone:	Fax:

SIDEWALK USE REQUIREMENTS	
For this application to be deemed complete and eligible for consideration, you must submit the following:	
<input type="checkbox"/> Completed application	
<input type="checkbox"/> Proof of Insurance (certificate) naming the City of Vancouver as Additional Insured. See required coverage limits on Hold Harmless Agreement.	
<input type="checkbox"/> Hold Harmless Agreement - Signed and NOTARIZED Note: City does not provide this notarization service.	
<input type="checkbox"/> Dimensional Drawing of the requested seating showing all details. See: www.cityofvancouver.us/sidewalkseating for more information. Note: Not required if there no changes for annual renewal.	
<input type="checkbox"/> Fees (due at the time permit is issued) <u>Sidewalk Café:</u> \$168 base fee plus \$3.03 per linear foot of boundary perimeter <u>Street Eatery/Parklet:</u> \$168 base fee plus parking space fees Note: If applying for sidewalk café and street eatery/parklet only one base fee will be charged. <u>Boundary Markers (if required):</u> \$15 each (# determined by City staff)	
Questions: If you have questions regarding this application, please contact Vancouver Public Works sidewalk management program staff by e-mail at sidewalks@cityofvancouver.us or by phone at 360-487-8196.	

Please check all applicable boxes and enter information where necessary.	
Permit is requested for:	<input type="checkbox"/> Sidewalk Café (with alcohol service) <input type="checkbox"/> Sidewalk Café (without alcohol service)
	<input type="checkbox"/> Streetery/Parklet (with alcohol service) <input type="checkbox"/> Streetery/Parklet (without alcohol service)
Type of Boundary:	<input type="checkbox"/> Fenced <input type="checkbox"/> Fence Free <input type="checkbox"/> Combo
Application Type:	<input type="checkbox"/> Initial Application/Setup <input type="checkbox"/> Annual Renewal <input type="checkbox"/> Modification to Approved Setup
Permittee:	1. Is responsible for complying with Vancouver Municipal Code requirements and any applicable state and federal law. VMC 11.060.
	2. Must allow a minimum of 5 ft. or no less than 50% of the sidewalk width, whichever is greater, for pedestrian access at all times.
	3. Understands that any sidewalk café/seating permit that authorizes conduct in violation of any Vancouver Municipal Code provision or other applicable law is void.
	4. Accepts sole responsibility for any loss, injury, or damage resulting from the issuance of a void permit.
	5. Understands that a Type D street use permit is required for any permanent fencing and/or structure in the public right-of-way.
	6. Understands that final approval is contingent upon inspection of final setup.
	7. Understands that sidewalk café/seating permits need to be renewed annually. They are valid for one year from the date of issuance.
	8. Understands that changes to the approved layout must be reviewed and approved by the City of Vancouver.
	9. Understands that all LCB requirements shall be met prior to alcohol service.
Applicant Signature:	
Print Name:	Date:
Property Owner Signature (if different than applicant):	
Print Name:	Date:

BELOW TO BE COMPLETED ONLY BY CITY OF VANCOUVER

Application Approved by City of Vancouver:	
_____	Date: _____
Permit Number: _____	
# of Boundary Markers Required (if applicable): _____	
Linear Feet of Perimeter Boundary: _____	
Approx. Square Feet of Boundary: _____	