



**APPLICATION TO AUTHORIZE SIDEWALK DINING, DISPLAYS & SALES (UPTOWN ONLY)**

*It is the intent of Section 17.060.076 of the Collinsville Municipal Code of Ordinances to permit sidewalk sales and displays of merchandise or signage on public property in the Uptown area. Temporary sidewalk merchandise display/sales shall be permitted during any City-approved public event in the Uptown area through this application.*

- Outside of City-approved events, temporary sidewalk displays/sales permitted for a seven (7) day consecutive period up to four (4) times per year.
- Sidewalk signage shall be permitted on an annual basis. Annual renewals are required.
- Sidewalk dining is permitted seasonally from March 1<sup>st</sup> through December 25. Annual renewals are required.

**I. APPLICATION TYPE**

Check (v) all that apply:

- Sidewalk Dining                       Sidewalk sales or merchandise display                       A-Frame Sign

**II. APPLICANT/BUSINESS INFORMATION**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Dates of Merchandise Sales/Display \* \_\_\_\_\_

\*Signage permitted on an annual cycle.

**I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge that the processing of this application may require additional fees for the reimbursement of costs incurred by the City for consultation with engineers, attorneys, or other professionals related to plan review. APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR AUTHORIZED APPLICANT/AGENT.**

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**Fee Schedule**

|                                     |         |
|-------------------------------------|---------|
| Sidewalk Dining (Initial)           | \$50.00 |
| Sidewalk Dining (Annual Renewal)    | \$25.00 |
| Sidewalk Sales, Displays or Signage | Free    |

### III. SUBMITTAL REQUIREMENTS (SIDEWALK SALES, DISPLAYS & SIGNAGE)

#### APPLICATION CHECKLIST

- A brief narrative describing proposed merchandise or sign to be displayed or sold on the sidewalk.
- A drawing or picture depicting the dimensions, location, and pedestrian pathway of the merchandise or signage display.
- Proof of public liability insurance and comprehensive property damage insurance including the City as additionally insured. Coverage shall not be less than \$1,000,000 per occurrence or accident resulting in bodily injury to or death of a person.

### IV. SUBMITTAL REQUIREMENTS (SIDEWALK DINING)

#### APPLICATION CHECKLIST

- Proof of public liability insurance and comprehensive property damage insurance including the City as additionally insured. Coverage shall not be less than \$1,000,000 per occurrence or accident resulting in bodily injury to or death of a person.
- Submit a Design Plan with the following information shown:
  - Ingress/Egress from business.
  - Ingress/Egress from sidewalk dining area (if surrounded by a barrier)
  - Sidewalk width from face of building to curb, with 6 ft. clear zone labeled
  - Designated area to be used for sidewalk dining, clearly marked with measurement/dimensions
  - Surface obstacles and obstructions (fire hydrants, trees, benches, and other permanent fixtures)
  - Placement of tables, chairs, umbrellas and other fixtures, with dimensions of each piece
  - Placement and overall dimensions of pedestrian barriers, if required
  - Pictures, samples, catalogs, as necessary to assist City staff in determining the design, quality and materials of the furniture and fixtures proposed have been provided

### V. REQUIREMENTS FOR SIDEWALK DINING

#### REQUIREMENTS FOR SIDEWALK DINING

*In determining the appropriateness, the Community Development Director shall consider the following:*

- A. Sidewalk dining area shall be located immediately adjacent to the establishment and be contained within the area directly fronting the establishment.
- B. Sidewalk dining area shall at all times maintain a six (6) foot clear zone (three (3) feet of decorative brick and three (3) feet of pedestrian walkway). This clear zone shall not be encroached upon in any way, including signage, planters, trees, decorative elements or other obstructions.
- C. A vertical ground clearance of at least seven (7) feet shall be maintained at all times. Umbrellas and other overhead obstructions must not encroach into this area.
- D. Sidewalk dining areas shall not interfere with ingress/egress to any building, nor block access to any fire hydrant, fire escape, stairwell or balcony.
- E. The sidewalk dining season shall commence on March 1 and conclude on December 25, from 6:00 a.m. to midnight every day. All sidewalk dining furniture and related objects including pedestrian barrier shall be removed and stored in the off season.
- F. No heaters or other electrical devices shall be permitted.
- G. The sidewalk dining area shall be kept clean and free of litter and debris at all times. At least one (1) completely enclosed trash receptacle shall be placed no more than six (6) inches from the face of the building located within the sidewalk dining area.
- H. No preparation, storage or display of food shall be allowed within the sidewalk dining area.
- I. Alcoholic beverages may be permitted to be served within the confines of the sidewalk dining area with establishment liquor license.

## VI. REQUIREMENTS FOR SIDEWALK SALES & DISPLAYS

### REQUIREMENTS FOR SIDEWALK SALES AND DISPLAY OF MERCHANDISE

*In determining the appropriateness, the Community Development Director shall consider the following:*

- A. Applicants must be an existing licensed business within Collinsville and in good standing with City, County and State.
- B. Merchandise displayed must be merchandise from the licensed retail business. Outside vendors are not permitted.
- C. The area devoted to merchandise display/sales shall be immediately adjacent to its current operating retail business.
- D. A minimum three (3) foot wide passageway shall be left accessible for pedestrians. No merchandise shall be displayed within six (6) feet from the curb.
- E. Sidewalk sales or displays shall not create a nuisance, sight visibility for traffic and pedestrians or a fire hazard.
- F. All merchandise displayed or offered for sale shall be displayed in a secure manner so as not to threaten the safety of any pedestrians.
- G. No tobacco products, vape products, cannabis paraphernalia, alcohol or similar products shall be permitted to be displayed, sold or sampled on public sidewalks through this permit.
- H. Outside City-approved events, temporary sidewalk displays/sales shall be permitted up to four (4) times per year. The approved permit shall be valid only for a consecutive seven (7) day period during a calendar year.
- I. Merchants shall provide evidence of public liability insurance and comprehensive property damage insurance including the City as additionally insured. Coverage shall not be less than \$1,000,000 per occurrence.
- J. All merchandise sold in conjunction with sidewalk sales and display events shall be subject to all applicable taxes and reported with sales occurring within the retail establishment.

### REQUIREMENTS FOR SIDEWALK SIGNAGE

*The Director of Community Development may revoke a permit granted for a Seasonal Merchant or Temporary Use under the following conditions:*

- A. One (1) freestanding double faced A-Frame sign shall be permitted to display on the public sidewalk, per business, in the Uptown Area.
- B. Sign shall not exceed six (6) square feet per side, three (3) feet in height and two (2) feet in width.
- C. Sign must be located no more than fifteen (15) feet from the entrance of the associated business and not located in front of any other business.
- D. Sign shall not impede the normal and orderly flow of pedestrian traffic and shall not obstruct the accessible route. No signage shall be displayed within six (6) feet of the curb line of the street. A clear passage of at least three (3) feet between the sign, building, or any obstruction on the sidewalk shall be maintained.
- E. Sign shall be removed each day at close of business and shall only be displayed during open hours for the business.
- F. Merchant shall provide evidence of public liability insurance and comprehensive property damage insurance including the City as additionally insured. Coverage shall not be less than \$1,000,000 per occurrence.