



REQUEST FOR USE OF PUBLIC PROPERTY FOR OUTDOOR SEATING SPRING / SUMMER 2021

Submit electronically to ctymoszenko@geneva.il.us

Part 1

Criteria for Consideration (*Please read carefully as criteria has changed*).

- Public property includes public parking lots, sidewalks and parkways. The use of public property will be considered only when other options are not available and only to serve customers and not to prepare food. Grills, smokers and similar devices may not be placed on public property.
- Tables and chairs may not be placed in any on-street parking space. Access to sidewalks and public infrastructure shall not be impeded and landscaping and trees cannot be altered in any way.
- Any request for the use of public property that is located in front of a neighboring business or within a shared public space requires written permission by such neighbor.
- If requesting the use of public sidewalks, tables must be located as close to the building wall as possible. Tables or counters cannot be located in such a manner that will deter the use of the sidewalk by pedestrians or obstruct passage.
- Temporary physical barriers must be used to separate an outdoor seating area from the rest of the parking lot or to close driveways. Businesses are required to provide their own barriers for the delineation of spaces.
- ADA parking spaces are required and access to/from those spaces shall not be impeded. An outdoor seating area shall be accessible and shall comply with all applicable federal, state and City laws, ordinances, regulations concerning accessibility and nondiscrimination in the providing of services.
- Tents and igloos may be used in compliance with distancing and air circulation requirements issued by the State of Illinois. A [building permit](#) is required for any structure greater than 700 sf (individually or combined), any fully enclosed or two sided structure greater than 400 sf and any structure located within 12' of another structure if greater than 400 sf.
- Businesses are required to dispose of trash generated from the outdoor seating area. Public trash cans may not be used.

Part 2

Required Submissions

Map depicting proposed outdoor seating area.

Plan for garbage.

Certificate of Insurance naming the City of Geneva as additional insured. All insurance shall be high hazard with limits of general liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit for personal injury, bodily injury and property damage.

Neighbor authorization if applicable (see following section).

Part 3

Neighbor Authorization

Neighbor authorization is required if a proposed outdoor seating area will be expanded in front of a neighboring business or into a shared public space (public parking lot, alley or sidewalk area). If applicable, please include a Neighbor Authorization Form.

The proposed expansion does not require neighbor authorization.

The expansion requires neighbor authorization from _____ neighbors.

Part 4

Applicant Information and Signature

Business Name/Address

Applicant Name/Phone/Email

I attest that I am an applicant for the use of public property. The information in this request is true and correct in every detail. I have read and understand the regulations for Outdoor Seating Options for Restaurants and Bars and I agree not to violate any of the laws of the State of Illinois, the United States of America or any of the ordinances of the City of Geneva in the conduct of my place of business. I also understand that any untrue, incorrect or misleading answer given in the request is sufficient cause for the refusal to grant or the revocation of any license granted pursuant to this application.

Printed Name

Signature

Date

Neighbor Authorization Form

I _____ have reviewed the site plan presented to me by _____.

I am supportive of the request as presented.

Name

Business Name

Date

I _____ have reviewed the site plan presented to me by _____.

I am supportive of the request as presented.

Name

Business Name

Date

I _____ have reviewed the site plan presented to me by _____.

I am supportive of the request as presented.

Name

Business Name

Date

Use additional sheets if needed.