



Outdoor Café Encroachment Permit Application

It shall be unlawful for any person to create, establish, operate, maintain or otherwise be engaged in the business of running an outdoor cafe or place any item upon the sidewalks or public property in the City unless he shall hold a currently valid permit issued under the terms of this article.

1. Applicant Information:

Business Name _____

Physical Address _____

Mailing Address (if different from physical address) _____

Name (first, last) _____ Telephone Number (Required) _____

Email (Required) _____

Secondary Contact and Title _____ Secondary Contact Telephone Number _____

2. Insurance Information:

Company _____ Phone _____

Policy Number _____ Expiration Date _____

3. Encroachment Requests:

☐ Sign Number Size x

☐ Tables Number Size x

☐ Chairs Number Size x

☐ Umbrellas Size x
Number of them

☐ Beer & Wine to be served in encroachment

☐ Liquor to be served in encroachment

☐ Cafe extends in front of adjacent business

4. Square footage of encroachment: _____

5. **Your application will not be processed unless the following applicable items are attached:**

_____ A diagram of the proposed layout, drawn to scale or with dimensions, showing the existing public area, private property and layout of the encroachment.
Please list square footage on map.

_____ A Certificate of Insurance listing the City of Shakopee as additional insured for at Least \$1,000,000. The insurance shall list the City as additional insured, and shall provide that the policy shall not terminate or be canceled prior to the expiration date without 30 days advanced written notice to the City.

_____ A copy of the current Health Permit (if food is being served in the encroachment).

_____ A copy of the current Beer & Wine License (if it will be served in the encroachment).

_____ A copy of the current Liquor License (if Liquor will be served in encroachment)

_____ A letter of permission from the adjacent property owner (if cafe extends beyond business).

6. **Please check the one that applies to you.**

The permit fees for encroachments for **ONE YEAR** are:

- _____ **\$150** for encroachment less than **250 square feet**
- _____ **\$250** for encroachment between **251 and 500 square feet**
- _____ **\$350** for encroachment between **501-1500 square feet**
- _____ **\$450** for encroachment between **1501-3000 square feet**

I certify that all the statements and information provided in this application are true and accurate, to the best of my knowledge. If approved, I understand that the Encroachment Permit is a temporary license which can be denied, suspended or revoked for any conduct which is contrary to the provisions of this section or if business is conducted in such a manner as to create a public nuisance, or to constitute a danger to the operator's or the public's health, safety, or welfare. No property right is created by this permit and the any decision of the City Administrr related to this permit shall be final.

I UNDERSTAND THIS APPLICATION WILL BE RETURNED IF IT IS NOT FULLY COMPLETED, INCLUDING ALL ITEMS IN SECTION 6 ABOVE.

Signature of Applicant

Date

Please return to:

If you have any questions, please call Kelly Buska, Permit Coordinator 952-233-9322