City of Minneapolis
Licenses and Consumer Services
350 South 5th Street – Room 1C
Minneapolis, MN 55415–1391
Phone: 612-673-2080
Fax: 612-673-3399 TTY: 612-673-2157
www.minneapolismn.gov/business-licensing

DBA:
Expiration: April 1
License Code: 161
Rev Code: 311009
MCO: 265
Adm Issuance: No
LICENSE ID #
CSR:

License Application
Guidelines and Checklist

License Type: Sidewalk Café

DEFINITION: A business licensed to sell food, beer or liquor for consumption and operating a portion of their business on the city sidewalk (right of way) immediately adjoining their business. Tables, chairs, furnishings, and/or other equipment may be stored overnight or during periods when the sidewalk café is not open and being operated in the café area. A public hearing at the Public Safety and Regulatory Services Committee of the City Council may be required for license approval. Liquor establishments interested in adding a sidewalk café must also file an Expansion of Premises application.

Staff Initials	Application Checklist **Submit completed items below to:** **Minneapolis Development Review** 250 South 4th Street 300 Public Service Center Minneapolis, MN 55415
	☐ **1. License Application** (Form #1)
	☐ 2. **Zoning Addendum** (Form #2)
	☐ **3. Certificate of Liability Insurance** (Sample form #3) a. This must be furnished by your insurance agent with the mandatory changes. b. You are required to have general liability that includes premises and operations insurance and products and completed operations insurance with the following coverages: ☐ $50,000 per occurrence and $300,000 aggregate for personal injury or death. ☐ $10,000 per occurrence for property damage. ☐ The City of Minneapolis shall be named as an additional insured.
	☐ **4. Attach an 8 ½" x 11" scaled sidewalk café plan** that conforms to the sidewalk café standards (#4 attached). It will be inspected and approved by Public Works-Traffic Engineering. Sidewalks café plans that do not conform to the sidewalk café standards will be returned to the applicant as incomplete. # Chairs _____ # Tables _____ This is subject to approval by a License Inspector.
	☐ **$_____ Service Availability Charge (SAC)** - A fee may be imposed by Metropolitan Council Environmental Services for new connections or increased volume discharged to the metropolitan wastewater system. This fee must be paid at the **Minneapolis Development Review** Office before you license will be issued. ☐ SAC Determination Letter – attach copy.
	☐ **6. Fee: _____ New License Surcharge:_____**

Additional Information

1. **Your License Application**
   a. Incomplete applications will be returned.
   b. All applications must be signed by an owner, partner or principal.
   c. No license will be issued for a period longer than one year.
   d. Licenses are not transferable.
   e. Make a duplicate copy of this packet for your personal records before submitting.
   f. Minnesota Sales Tax ID Number or 651-296-6181.
2. **Pollution Control Annual Billing/PCAB.** A PCAB Number is required before a license will be granted. This will be requested by a License Inspector. PCAB# _____.
3. **Public Hearing.** This may be required and will be scheduled by your License Inspector.
4. **Information in Other Languages.** Yog xav paub tshaj nos ntxiv, hu 612-673-2800. Macluumaad dheeri ah, kala soo xiriir 612-673-3500. Para mas información llame al 612-673-2700.

Department of Regulatory Services
Licenses and Consumer Services Division
Sidewalk Café Standards
Approved by Minneapolis City Council
July 2006

Process and Criteria for Sidewalk Café Approvals

The application for a license to operate a sidewalk café, or for the use of café area during winter months, heated or unheated, can be obtained from the Department of Regulatory Services Division of Licenses and Consumer Services.

A Sidewalk Café License Permit is required to place tables, chairs, or heating units on the public right of way. At the time of application, the applicant will be given a packet of information needed to complete the application. In this packet will be the application form, instructions on how to create a diagram showing the sidewalk café layout, insurance certificate form, and information on alcoholic beverage license request if needed. Applications for a new café location will have a public hearing at the Public Safety and Regulatory Services meeting (MCO 265.300) between the submittal of the application and the approval of the City Council, which takes approximately 4 weeks. If applicants currently hold a liquor license, the time is approximately 6 weeks. To get final approval, the application is routed to the Health Department and Public Works Department for approval before sending it on to City Council.

Checklist: Sidewalk Café License

Attach a scaled plan of the proposed Sidewalk Café including the following elements:

1. The detailed floor plan must cover the entire area between curb and the building, including the curb line and building wall.

2. The plan must show all existing and proposed obstructions in this area. A checklist of possible items to be shown and located on the plan is the following:
   - width of grass area
   - width of sidewalk
   - sign posts
   - parking meters
   - miscellaneous (fire hydrants, planters, bus shelters or kiosk)
   - traffic signals
   - trees/grates
   - light poles
   - building entrances/exits
   - emergency exits

3. A 5% or a minimum of 1 table must be ADA accessible.

4. Show the proposed café facility area on the plan developed above including:
   - number and size of tables
   - number of chairs and location to the table
   - number of heating elements and location of storage area for gas cylinders
   - any other amenities to be placed, such as planters, lights, signs, umbrellas, etc.
   - Delineation such as fencing, stanchions, etc.
   - Indicate whether any of the tables, chairs, heating devices, or other amenities will be physically attached to the public walk. If yes, a Public Works Encroachment Permit and permits associated with the use of any type of fuel for heating (obtained from Minneapolis Fire Department) must be submitted and subsequently approved.

5. Indicate any planted, groomed, or otherwise landscaped areas including boulevard of your building premises that are adjacent to the sidewalk areas.

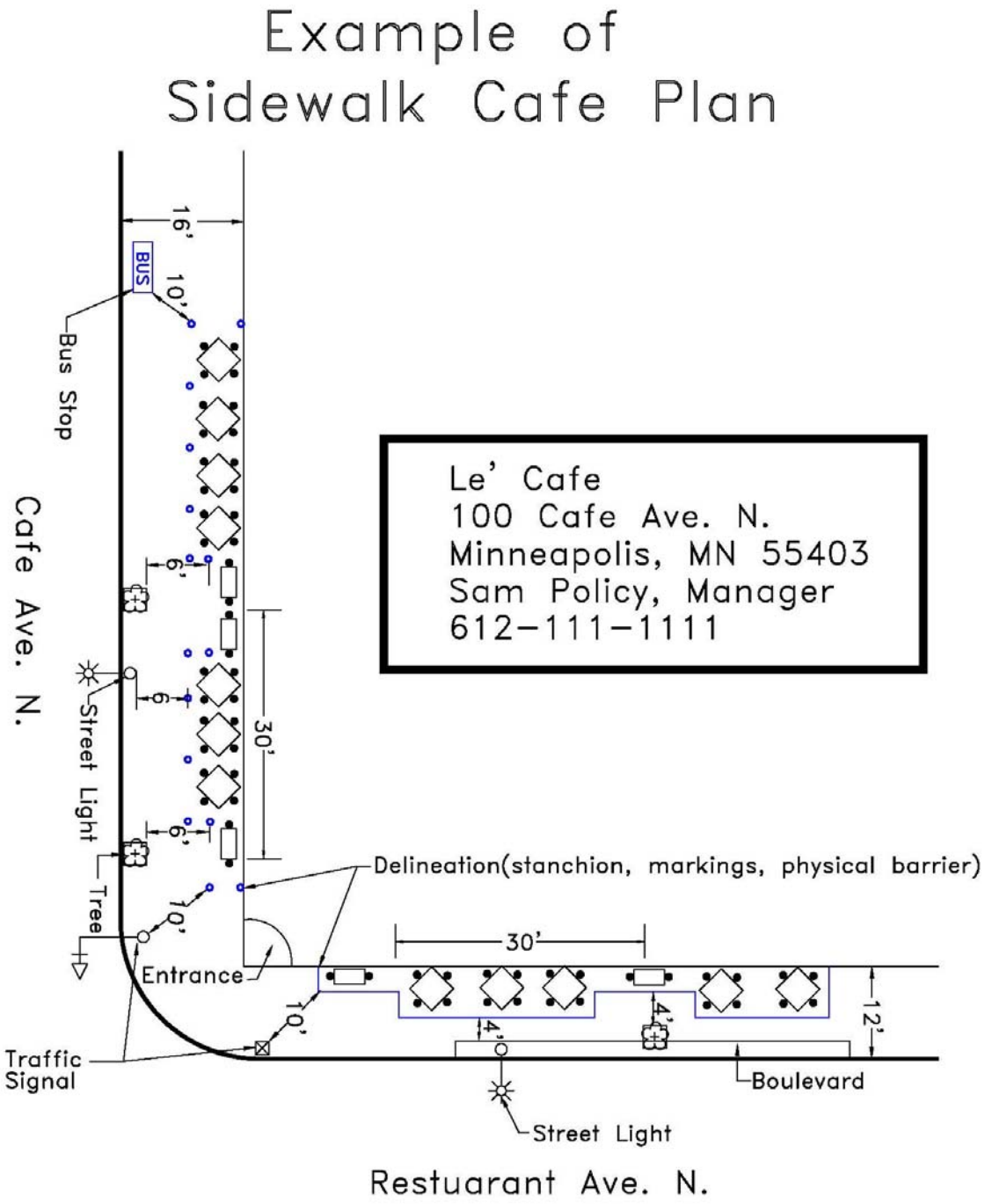
6. The building wall shall identify all doors, windows, and other openings, as well as any building feature requiring emergency access.

7. Label all streets running in front of or adjacent to the property.

8. Indicate all sidewalk dimensions from building face to back of curb.

9. Indicate business name, address, and phone number on plan. Indicate contact name plus address and phone number if different than business.

10. The entire plan shall be dimensioned and must be on 8 ½- by 11-inch paper. Submit two legible hard copies to Regulatory Services with application for license.
11. A copy of the plan, license, and any additional permits (those needed for heating units) must be posted on site and readily available upon request at all times. The name and phone number of café manager must be on the plan. If the license and plan are not available, fines can and will be levied.



Information Items

1. The City of Minneapolis may approve sidewalk cafés with a standard less than the herein-mentioned standards when both the ADA requirements (four foot minimum) and limited pedestrian volumes are met.

2. A minimum of four (4) feet of clear, unobstructed pedestrian walkway shall be maintained between all obstructions and the proposed edge of café when the existing sidewalk is twelve (12) feet or less and will not extend more then thirty (30) feet where it shall widen to

six (6) feet for a minimum of six (6) feet and provide ample room for two or more wheelchairs, strollers, pedestrians, …. to pass. When two neighboring cafés fall within the 30 foot zone both will equally share the 6 foot zone. A minimum of six (6) feet shall be maintained between all obstructions and the proposed edge of café when existing sidewalk is wider than twelve (12) feet. Alignment of tables/heating elements must be straight to the greatest degree possible.

3. Unless specifically exempted, all cafés must be within an area that is physically delineated. Operators may use structural devices (stanchions, planters, etc.) or may mark the sidewalk with paint markings at each corner of the approved area and every eight feet of the area (not permitted on Nicollet Mall). These markings must be approved by Regulatory Services and/or Public Works Traffic and Parking Services. Operation of the sidewalk café outside of the delineated area is not permitted.

4. Cafés approved after the effective date of this policy may be allowed next to street (curbside) on blocks where parking is prohibited. If allowed, a two (2) foot clear zone from *back of curb* must be maintained at all times when tables/chairs are occupied. No new sidewalk Café license will be granted after the effective date of this policy if it is to be located next to the street (curbside) if parking meters or active loading zones are present anywhere on the block face.

5. At no time will wait staff be allowed to block pedestrian walkway when taking orders or delivering orders.

6. No portion of a sidewalk café (excepting those with ten (10) or fewer seats with the approval of Public Works Traffic and Parking Services) shall be located within 10 feet of designated bus stop, taxi stand, traffic signal, crosswalk, pedestrian curb cut, or active loading zone.

7. A minimum vertical height of six feet six inches shall be maintained between the sidewalk and the lowest edge of table umbrellas or awnings if the umbrella or awning extends over the edge of the café boundary.

8. All emergency entrances and exits must be clear of obstructions at all times and marked clearly on diagram and Americans with Disabilities Act (ADA) requirements (four-foot minimum) shall be met.

9. No permanent attachments to the public sidewalk or other public improvements shall be permitted unless the applicant can provide sufficient proof that no public liability is likely to result and that any damage to public facilities will be repaired upon termination of the sidewalk café facility (a Public Works Encroachment Permit may be required).

10. Existing public street furniture, such as benches, planter boxes, kiosks, and trash receptacles shall not be moved or removed to accommodate a sidewalk café unless it can be determined that such street furniture are no longer needed or that they can appropriately be relocated elsewhere. Any removal or relocation of street furniture will be at the applicant's expense and with City of Minneapolis Regulatory Services and Public Works approval.

11. The City of Minneapolis retains all rights to remove or alter any sidewalk café area at any time for public improvements or repairs to City of Minneapolis right of way or in the event of a civic event or any identified safety issue or hazard.

12. Any sandwich board or menu stand pertaining to the holder of a sidewalk café permit must be located within the approved precincts of the sidewalk café.

13. The sidewalk café license term shall be April 1 to March 31 of each year.

14. Annual license renewal is required for all sidewalk cafés. With the exception of (4), above, as of April 1, 2006, all sidewalk cafés will have to come into compliance with the new policy.

15. Insurance must be submitted on a City of Minneapolis insurance certificate. The effective coverage dates are required to cover the entire length of the season (attach certificate).

16. All licenses are subject to City of Minneapolis approval and renewal plus any local service district review.

17. Failure to comply with any provision of the sidewalk café policy shall result in adverse licensing including but not limited to fines, suspension, and revocation.

18. If at any time ownership of the business has changed ownership the current License becomes void and the new ownership must apply for a new sidewalk café license immediately.

19. Incomplete applications will not be accepted.

20. Use of LP gas for use in any form of heating device must meet City of Minneapolis Fire Department Regulations. Contact City of Minneapolis Fire Department when using any form of heating unit within the sidewalk café. Any permit needed for heating devices must accompany the sidewalk café license and plan and be available when asked for.

#1

City of Minneapolis
Licenses and Consumer Services
350 South 5th Street – Room 1C
Minneapolis, MN 55415–1316
Phone: 612-673-2080
Fax: 612-673-3399 TTY: 612-673-2157
www.minneapolismn.gov/business-licensing

FOR OFFICE USE ONLY:
LICENSE ID #:
LIC CLERK:
FEE: $
DATE:

LICENSE APPLICATION

1. BACKGROUND INFORMATION			
Type of License	**As the Licensee, I am:** ☐ Starting a new business in a new building (New business) ☐ Starting a new business in an existing building (New business) ☐ Taking over an existing business (New owner) Name of existing business _____ ☐ Remodeling only		
Minnesota Sales Tax ID Number, Social Security Number, or Individual Tax ID Number			
Legal Corporate Name of Business	**Trade Name (DBA)**	**Business Telephone Number**	
Business Address/Location	**City**	**State**	**Zip Code**
Mailing Address (if Different than Business Address)	**City**	**State**	**Zip Code**
Name of Person Filling out this Application	**Title**	**Telephone Number**	
E-mail Address	**Fax Number**	**Cell Phone Number**	
Name of Manager and Home Address		**Date of Birth**	
Type of Ownership: ☐ Corporation ☐ LLC ☐ Sole Proprietor ☐ Partnership ☐ Non-Profit	**Date of Incorporation**	**State of Incorporation**	
Is this business publicly traded? ☐ Yes ☐ No			

2. LIST ALL OWNERS, PARTNERS AND CORPORATE MEMBERS (Attach additional sheet if necessary.)			
Full Name: First, Middle, Last	**Date of Birth**	**% of Ownership**	**Telephone Number**
Home Address	**City**	**State**	**Zip Code**
Full Name: First, Middle, Last	**Date of Birth**	**% of Ownership**	**Telephone Number**
Home Address	**City**	**State**	**Zip Code**
Full Name: First, Middle, Last	**Date of Birth**	**% of Ownership**	**Telephone Number**
Home Address	**City**	**State**	**Zip Code**
Full Name: First, Middle, Last	**Date of Birth**	**% of Ownership**	**Telephone Number**
Home Address	**City**	**State**	**Zip Code**
Have any of the above people been convicted of a crime? ☐ Yes ☐ No **If Yes, please provide (or attach) dates and conviction specifics.**			

3. BUSINESS INFORMATION

Square Footage for Business Use	Hours of Operation

Describe in detail the principal products, types of entertainment or services rendered.

List any licenses currently or previously held in Minneapolis (Business or Individual).

Have you ever had a business license denied or revoked by Minneapolis or another government entity? ☐ **Yes** ☐ **No**
If Yes, indicate date of denial/revocation, government agency, reason for denial or revocation.

Are you planning or have you completed any construction or remodeling? ☐ Yes ☐ No	Name of Contractor or Building Manager

Explain the scope of the remodeling or construction:

Workers' Compensation Company	Policy Number	Dates of Coverage

------Or------

I certify that I am not required to carry workers' compensation insurance because: ☐ **I am self insured.** ☐ **I am the sole proprietor and I have no employees.** ☐ **I have no employees who are covered by workers' compensation law. Only employees who are specifically exempted by statute are not covered by the workers' compensation law. These include spouse, parents, and children regardless of age. All other workers whose work is controllable by the employer must be covered.**

4. VEHICLES

Will there be vehicles used in the business? ☐ **Yes** ☐ **No (Attach additional sheets if necessary)**

Year/Make/Model	Vehicle Company ID Number	VIN Number	License Plate Number (State)

5. VERIFICATION

The data you furnish on this application will be used by the City of Minneapolis to assess your qualifications for licensure. Disclosure of this information is voluntary. You are not legally required to provide this data; however, if you fail to do so, the City of Minneapolis may be unable to process this application. Disclosure of your Social Security number, Minnesota Tax ID Number, or Individual Tax ID Number is required by Minnesota Statutes 270C.72 and your Social Security number may be requested by and released to the Minnesota Commissioner of Revenue. Upon submission of this application, all information except your Social Security Number will be public information pursuant to Minnesota Statutes, Chapter 13.

A SIGNATURE IS REQUIRED IN ORDER TO PROCESS THIS APPLICATION

I, (print name) _____, certify or declare under penalty of perjury under the laws of the State of Minnesota that the foregoing is true and correct. All information given is subject to verification by the State of Minnesota.

SIGNATURE OF APPLICANT_____TITLE_____DATE_____

City of Minneapolis
Community Planning & Economic Development
Planning Division
250 South 4th St. Room 300
Minneapolis MN 55415-1316
612-673-3000 or 311 Fax 612-673-2526

#2

Zoning Addendum

Applicants requesting a business license must be in compliance with all zoning regulations before a license can be approved. Bring this form to the **Minneapolis Development Review Center at the above address, or call (612) 673-3000 or 311 to schedule an appointment** for a City Planner to complete the remainder of this application. Approval from the Planning Department and/or City Planning Commission is required *before* an official license will be approved by the Minneapolis City Council.

========== **THIS SECTION IS TO BE COMPLETED BY THE APPLICANT** ==========

1. Name of Business:_____

2. Proposed Business Address: _____

========== **THIS SECTION IS TO BE COMPLETED BY CITY PLANNER** ==========

3. Zoning district:_____ Proposed land use(s):_____

4. Are there any existing land use approvals for this address which affect this license application? ☐YES ☐NO

If Yes, provide a brief description of any land use history relevant to the proposed licensure. _____

_____

_____

_____

5. Comments: _____

_____

_____

6. Is an inspection by Zoning Enforcement Staff required? ☐YES ☐NO

========== **THIS SECTION IS TO BE COMPLETED BY ZONING INSPECTOR** ==========

7. Is the site in compliance with all existing Conditions of Approval? ☐YES ☐NO If No, List requirements for compliance:

_____

_____

8. Comments: _____

_____

_____

CPED Planning Staff Signature:_____DATE _____ EXT_____

========== **AUTHORIZED HOURS TO BE COMPLETED BY LICENSE INSPECTOR** ==========

☐ R, OR, C1, C2, C3S, C4, and I: Sun - Thurs, 6:00 am to 10:00 pm; Fri - Sat, 6:00 am to 11:00 pm.

☐ Downtown and C3A: Sun - Thurs, 6:00 am - 1:00 am; Fri - Sat, 6:00 am - 2:00 am.

\

City of Minneapolis
Requirements for Insurance Certificates

#3

CERTIFICATE OF LIABILITY INSURANCE

Certificate cannot be pending, binder or TBA.

The Legal/Corporate Name must match exactly (word for word) to the Approved Licensee Name (including Inc, or LLC), Trade Name (DBA) and address of premises.

PRODUCER Agency Address City, State, Zip	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSURERS AFFORDING COVERAGE
INSURED	INSURER A: INSURER B: INSURER C: INSURER D: INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☐ OCCUR ☐_____ ☐_____ GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC				**EACH OCCURRENCE**	$
					FIRE DAMAGE (Any one fire)	$
					MED EXP (Any one person)	$
					[illegible] & ADV	$
					[illegible]	$
					[illegible]	$
					CO[illegible]	
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED A[illegible] ☐ SCHEDULED A[illegible] ☐ HIRED AUTOS ☐ NON – OWNED A[illegible] ☐_____ ☐_____				**COMBINED SINGLE LIMIT (Ea accident)**	$
					BODILY INJURY (Per person)	$
					BODILY INJURY (Per accident)	$
					PROPERTY DAMAGE (Per accident)	$
	GARAGE LIABILITY ☐ ANY AUTO ☐_____				**AUTO ONLY – (Ea Accident)**	$
					OTHER THAN AUTO ONLY: EA ACC	$
					AGG	$
	EXCESS LIABILITY ☐ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION				**EACH OCCURRENCE**	$
					AGGREGATE	$
						$
						$
						$
A	**WORKER'S COMPENSATION AND EM PLOYER'S LIABILITY**				X/WC STATUTORY LIMITS / OTHER	
					E.L. EACH ACCIDENT	
					E.L. DISEASE – EA EMPLOYEE	
					E.L. DISEASE – POLICY LIMIT	
	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

ADDITIONAL INSURED; INSURER LETTER

CERTIFICATE HOLDER City of Minneapolis Licenses and Consumer Services 1-C City Hall 350 South 5th Street Minneapolis, MN 55415	**AUTHORIZED REPRESENTATIVE**

Original signature or stamp of Agent.

Sample

Applications will be returned if requirements are not complete.