

SIDEWALK CAFE APPLICATION REQUIREMENTS

THE FOLLOWING MUST BE INCLUDED WITH THE APPLICATION:

- Site plan – A new drawing is required if changes from the previous year are requested or a new sidewalk café application is being submitted (see additional information for in depth information on site plan requirements)
- A certificate of insurance as described here and must include this statement: “The City of Evanston is named an additional insured pursuant to the City Code sections regulating sidewalk cafes, and all City staff regulations regarding sidewalk cafes.”
- The signed Release, Indemnification & Hold Harmless Agreement
- Copy of valid City of Evanston Business License and Liquor License (if applicable)

All documents must be signed and dated for the current permit year.

If Year-Round with Permanent Fixtures

- Proof of Public Notification (copy of notice in publication of local circulation and list of addresses within 250’ of café area that were delivered notification)
- Annual bond (amount to be determined by the Public Works Agency)

ADDITIONAL INFORMATION ON SIDEWALK CAFES

PLEASE READ - [CITY CODE 7-2-6 RULES AND REGULATIONS FOR ALL SIDEWALK CAFES](#)

Additional Rules and Regulations for all Sidewalk Cafes:

- Smoking will be prohibited at both the sidewalk café and interior of the restaurant in accordance with § 8-21 Clean Air Act – Smoking of the Evanston City Code and that wait staff and management will actively enforce this.
- A clear distance of a minimum of six (6) unobstructed feet in width, measured from the sidewalk curb and from any public improvements within the right of way, including, but not limited to, parking meters, signs, and planters to the ropes or chains delimiting the sidewalk cafe area as indicated on the approved site drawing will be maintained. The clear distance requirement is increased to a minimum of eight (8) unobstructed feet in width if operating a year round café with permanent fixtures.
- No BYOB liquor service or consumption is allowed at the sidewalk café; the establishment must have a valid liquor license.
- Outdoor amplified music is not allowed at the sidewalk café.

SITE PLAN DRAWING GUIDELINES

(Site assessment and approval by the Planning & Zoning Division required for permit issuance)

A detailed drawing to scale of the proposed site indicating the following: the existing facade; the points of ingress and egress; and the proposed location of the tables, chairs, serving equipment, planters, awnings, lighting, delimiting ropes or chains and other facilities to be included in the cafe operation. The detailed scale drawing must indicate the location of the existing public improvements including the following: fire hydrants, parking meters, streetlights, traffic signals, street signs, bus shelters, trees, tree grates, planting boxes and/or planting areas, and any other public or private obstruction. A plat of survey may be required.

Provide clear distance of a minimum of six (6) unobstructed feet in width, measured from the sidewalk curb and from any public improvements within the right-of-way, including, but not limited to, parking meters, signs, and planters to the ropes or chains delimiting the sidewalk cafe area. Clearance should provide for a lineal path for pedestrian traffic. Café area shall be two (2) feet minimally from the inside of the street curb and shall not encroach the streetscape paver band. Please note: the six (6) feet requirement should consider occupied seating where the chair is pushed away from the table to accommodate the space of a patron. Sidewalk cafes with permanently attached fixtures are required to maintain a clear distance of eight (8) unobstructed feet in width.

There should be unobstructed passage for pedestrians, with consideration for those with disabilities, vehicle flow, or access to buildings.

Do not place sidewalk tables, benches, or chairs in a location that interferes with the operation of fire hydrants, pedestrian crosswalks, intersections, bus stops, or taxi stands, or in a location that is harmful to trees or other plantings.

Do not utilize any of the required or non-required parking space area for sidewalk tables, benches, chairs, or other furniture and materials associated with the sidewalk café.

The sidewalk café permit and ground plan shall be conspicuously displayed on the exterior wall or window near the main entrance of the establishment during all hours of operation.

LIABILITY AND INSURANCE REQUIREMENTS

Sidewalk Café Permit applicants shall, during the entire term hereof, keep in full force and effect, at its own expense, the following insurance requirements **for the entire permit period (Seasonal April 1 – Nov 1 or Year-Round April 1-March 31)**. Please submit certificate on insurance with the following:

1. Commercial general liability insurance in the amount of \$1,000,000 per occurrence for bodily injury and property damage. The City must be named as an additional insured on this policy and an endorsement must be issued as part of the policy evidencing compliance with this requirement. A certificate of insurance as described here and must include this statement: “The City of Evanston is named an additional insured pursuant to the City Code sections regulating sidewalk cafes, and all City staff regulations regarding sidewalk cafes.”
2. Worker’s compensation and employer’s liability as required by the State of Illinois.
3. All policies must be issued by companies authorized to do business in the State of Illinois and rated B+: VE or better per Best’s Key Rating guide, latest edition.
4. The City shall receive at least thirty (30) days written notice prior to any cancellation, nonrenewal or material change in the coverage provided.
5. The permittee must provide and have approved by the City’s Risk Manager an original certificate of insurance as evidence that the above requirements have been met prior to the permit becoming effective. Failure to comply with these requirements shall cause a suspension or revocation of this permit.
6. **If Year-Round with Permanent Fixtures:** The permittee shall be required to provide an annual bond for the removal of the permanent fixtures and restoration of the sidewalk after the permittee ceases cafe operation. Restoration of the sidewalk shall be the responsibility of the permittee. Bond amount to be determined by Public Works Agency and submitted annually with sidewalk café application.