

OSP

City of Aurora, Illinois Outdoor Seating Permit



Applications must be submitted with all required documentation. Allow at least sixty (60) days for processing. Completed applications may be submitted to: City Clerk's Office, 44 E. Downer Pl.

Official Use Only

Application Fee \$100.00

Certificate of Insurance

Dimensioned Plan

Date Received _____

Letter of Approval from Owner

Date Approved _____

Applicant Information

Business Name: _____

Address : _____

Telephone #: _____

Contact Person: _____

Contact Telephone #: _____

Email Address: _____

Property Information

Name of the Property Owner for proposed location:

Address: _____

Telephone #: _____ Email: _____

Location Type: Downtown Shopping Center

Barrier Type: Sectional Fencing Planters Natural Barrier

Deck Enclosed Wall

Freestanding: _____ Y/N Attached: _____ Y/N

Barrier Material: Wood Metal Brick/Masonry

Greenery: (type) _____

Other: _____

Application Checklist		
(Check items to confirm included in application)	Applicant	Office Use Only
Application fee (\$100.00)		
Complete Outdoor Seating Application		
Proof of written approval from the owner of the property for the outdoor seating area to be used by the applicant if the applicant or the City of Aurora is not the owner of the property. Proof of ownership is required if the property owned by applicant.		
<p>Certificate of Insurance. The Certificate must include the name of the owner(s), lessee(s), proprietor(s) as named insured, and naming the City of Aurora as additional insured.</p> <p>i. Worker's Compensation Insurance in at least the required statutory limits;</p> <p>ii. Comprehensive General Liability Insurance, including owner's protective liability insurance and contractual liability insurance covering claims for personal injury and property damage with limits of at least two million (\$2,000,000.00) dollars per occurrence, and two million (\$2,000,000.00) dollars for any single injury; and</p> <p>iii. The required insurance policies shall each provide that they shall not be changed or cancelled during the life of the licensee period or until 30 days after written notice of such change has been delivered to the City</p>		
A hard copy of a dimensioned plan drawn to scale (on at a minimum 11 x 17 paper) showing the sidewalk or other outdoor space and all existing public improvements and encroachments such as light posts, benches, planters, fencing, trash receptacles, fences, trees and tree grates in the area, bicycle racks and newspaper boxes. The diagram shall also include the location of the curb relative to the building and proposed location of all furniture and equipment to be placed on the sidewalk or area. There shall be a single entry into the outdoor seating area from within the licensed premise and that entryway must be from the within the licensed premise except for establishments located downtown. .		

AFFADAVIT

The undersigned hereby attest that all statements made herein are true and correct to the best of our knowledge. The undersigned further certify that they have read Chapter 6, Sec. 13 of the City of Aurora Code, and that the organization which they represent is qualified and eligible to obtain an outdoor seating permit in the City of Aurora according to the City of Aurora Municipal Code, and further certify that we will abide by all rules and regulations as set forth by the State of Illinois and the City of Aurora.

The undersigned also understands and agrees that failure to comply with any of the requirements of the Liquor Ordinance constitutes a violation, and that whoever violates any of the provisions of this article may be subject to revocation or suspension of the liquor license according to Sec. 6-30 of the City of Aurora Municipal Code.

Signature (owner/lessee/proprietor/manager)

Signature (owner/lessee/proprietor/manager)

Print/Type Name

Print/Type Name

Signed and sworn to before me this _____ day of _____. (SEAL)

Notary Public