



**BUREAU OF CODE ENFORCEMENT
CITY OF SCHENECTADY
NEW YORK**

City Hall
105 Jay Street, Room 17
Schenectady, NY 12305
Tele: (518) 382-5050
Fax: (518) 372-9459

**APPLICATION FOR SIDEWALK/OUTDOOR CAFÉ PERMIT
Chapter 228 of the City Code**

Applicant Must Be In Compliance With NY Forward Guidelines

Restaurant Name: _____ Date: _____

Business Address: _____ Zip Code: _____

Business Tele: _____

Owner's Name: _____ Tele #: _____

Owner's Legal Address: _____

City: _____ State: _____ Zip: _____

Days & hours for which permit requested: _____

Are alcoholic beverages to be served? Yes No

Number of tables and chairs desired for this area: _____

Is live or mechanically reproduced music to be played? Yes No

The holder of a Sidewalk Café Permit must indemnify the City of Schenectady for any loss, injury or damage. The City of Schenectady must be named as additionally insured on the permit holder's premises liability insurance policy, with:

1. One million (\$1,000,000.00) dollars coverage for personal injury or wrongful death, per person; and
2. One million (\$1,000,000.00) dollars coverage per accident; and
3. Two hundred fifty thousand (\$250,000.00) dollars for property damage per accident, with an aggregate not less than five hundred thousand (\$500,000.00) dollars.

*****OUTDOOR SITE PLAN MUST BE SUBMITTED (See attached example) *****

The site plan is to be drawn to scale, showing proper clearance, ingress and egress to buildings; fire safeguards and sidewalk clearance for pedestrian traffic. The plan should also include all fixtures such as fencing, decking or planters to be used, and should indicate whether they will be removed when the café closes for business.

Signature of Applicant

Signature of Code Enforcement Officer

Sworn to before me this _____

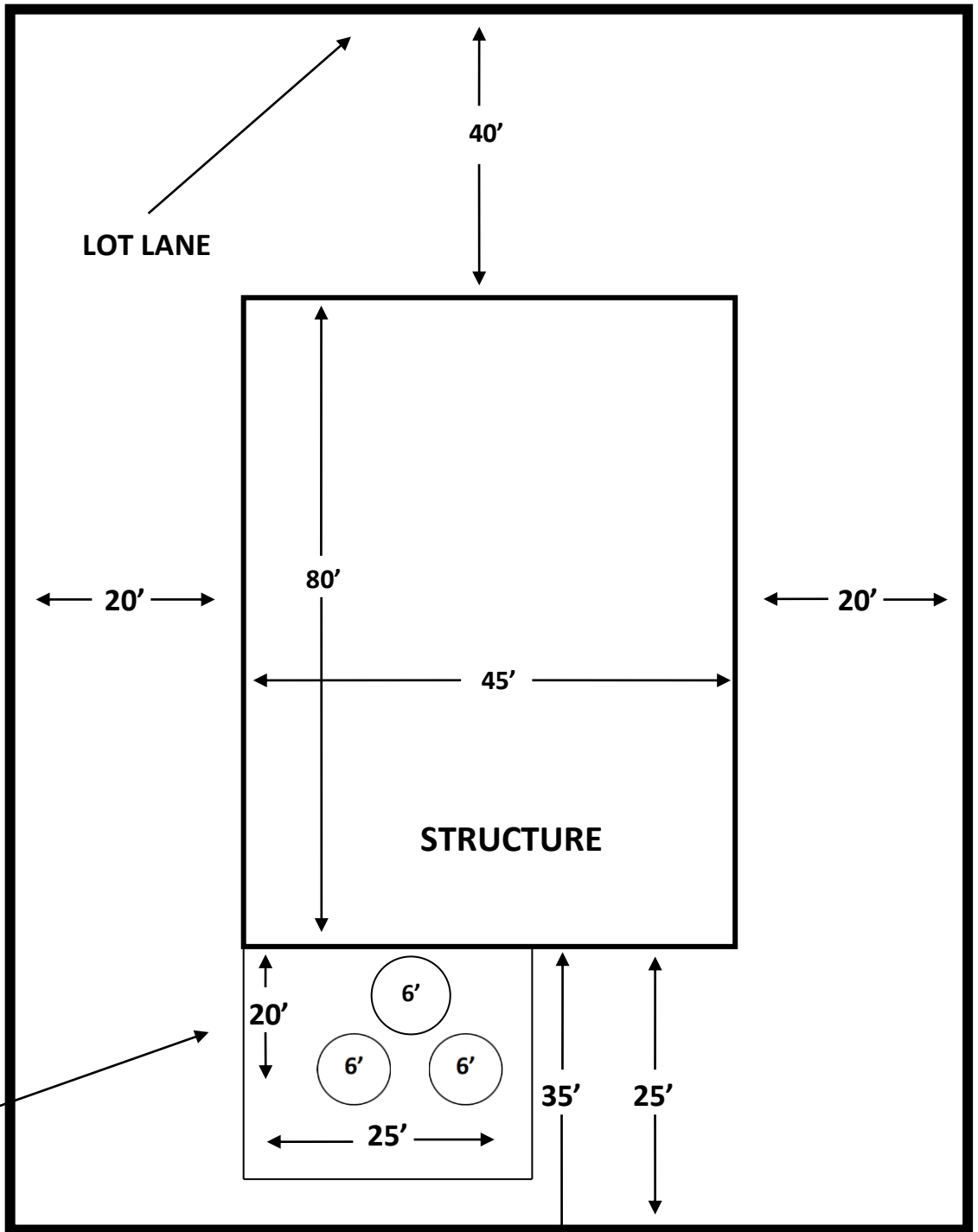
day of _____ 20_____

Exp. Date: _____

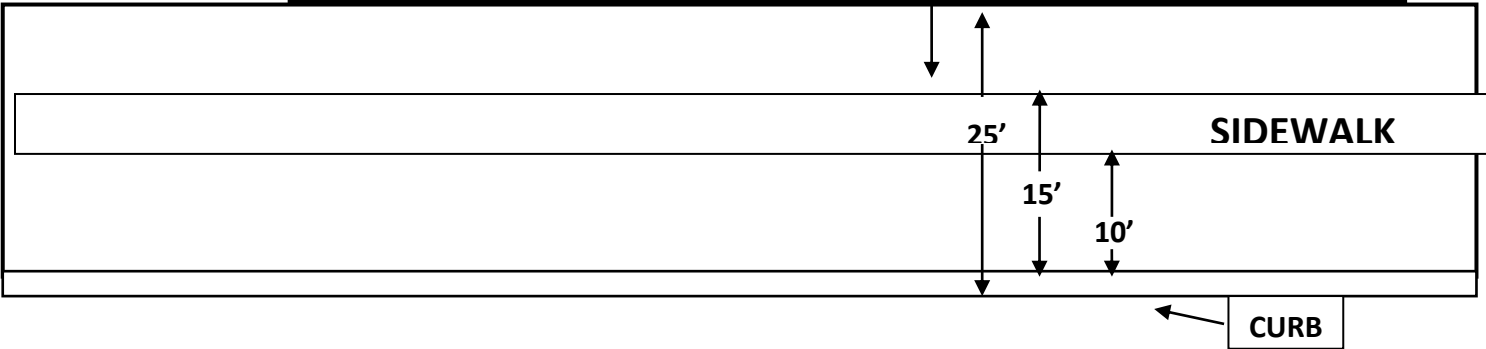
Notary Public/Commissioner of Deeds

**SAMPLE
PLOT PLAN**

SCALE
1 inch = 20 feet



**OUTDOOR
DINING AREA**



CURB

1. Draw a plot plan to scale (as shown in the example), with enough detail to accurately locate the outdoor dining area with respect to the City right-of-way and your property lines. Consult the Engineering Department (518-382-5082) to determine the distance from the face of curb to your property line. In addition, indicate the number of tables and chairs to be located in the dining area.