



**City of Rockford COVID-19
PERMIT APPLICATION – TEMPORARY OUTDOOR SEATING/SIDEWALK
CAFÉ**

**Call 779-348-7174 for inspection or email
businessfirst@rockfordil.gov**

THIS APPLICATION SHALL BE REVIEWED BY STAFF- **APPLICATION FEE WAIVED FOR 2020**

Applicant Name/Position: _____ Date of Application: _____

Applicant Address: _____

Street City/State/Zip

Applicant Phone #: _____ Email address: _____

Business Name: _____

Tax ID#: _____ Metro Tax # _____

Business

Address: _____

Street City/State/Zip

Hours and Days of Operation: _____

The following information must be submitted with the application:

1. How the premise will be supervised and maintained
2. Site Plan with detailed information set forth in Paragraph 3 of the attached City of Rockford COVID-19 Temporary Outdoor Seating/Sidewalk Café Guide, including but not limited to minimum 6 foot pedestrian path and the amount of surface space to be used in accordance with the WCHD COVID-19 outdoor design guidelines and conforming to the IDPH and DCEO COVID-19 guidelines and employee health monitoring plan
3. Written operations plan with detailed information set forth in Paragraph 4 of the attached City of Rockford COVID-19 Temporary Outdoor Seating/Sidewalk Café Guide.
4. A statement of agreement to hold harmless the City of Rockford and officers and employees of the City of Rockford from loss or damage
5. A policy of liability insurance in the minimum amount of three hundred thousand dollars (\$300,000) and a one hundred thousand dollar (\$100,000) property damage policy naming the City of Rockford as an additional insured, in force at all times for **those utilizing public right-of-way or City property**. (not required for those using existing attached patio/outdoor space on private property). (For Liquor license holders, liquor liability insurance must be current and in effect)
6. For alcohol sales: only permitted in outdoor space if you are a current City of Rockford liquor license holder for on premise consumption.
7. Emergency Plan for inclement weather or other emergencies.
8. Written permission from property owner of shared parking lot and adjacent businesses if applicable.

FOR OFFICE USE ONLY:

Date application received: _____ Received By: _____

Acct # 1010-1000-60209

Zoning: Approved/Disapproved by: _____ Date: _____

Building: Approved/Disapproved by: _____ Date: _____

Fire: Approved/Disapproved by: _____ Date: _____

PW: Approved/Disapproved by: _____ Date: _____

Finance: Final Action: (check one) _____ Approved and issued on _____ by: _____

License # _____ Returned as incomplete on: _____ by: _____

AGREEMENT for USE of PUBLIC RIGHT-OF-WAY OR CITY PROPERTY

In consideration for being issued a permit to operate a sidewalk café as that term is defined in the Rockford Code of Ordinances as they now exist or may hereafter be amended, the undersigned as a duly authorized agent for the business to whom said permit is being granted, agrees, both for himself and on behalf of said business, to indemnify, defend and otherwise hold harmless the City of Rockford and its employees, by any and all persons for any injury or claim arising out of the creation, existence or operation of or any activity in any way related to the creation, existence, or operation of the sidewalk café for which said permit is issued.

The undersigned further agrees both for himself and the business to whom said permit is issued, to indemnify, defend and otherwise hold harmless the City of Rockford and its employees, against any and all claims, damages and liabilities which may be asserted against the City of any of its employees, by and all persons in connection with any claim or injury arising from the condition of any public property which composes or is adjacent to any public property which composes part or all of the area, to be used or otherwise occupied, for the purpose of operating a sidewalk café pursuant to said permit.

Business:

Printed Name/Title:

I, THE UNDERSIGNED APPLICANT OR AUTHORIZED AGENT THEREOF, SWEAR OR AFFIRM, UNDER PENALTY OF PERJURY, THAT: THE MATTERS STATED IN THE FOREGOING APPLICATION ARE TRUE AND CORRECT; THEY ARE MADE UPON MY PERSONAL KNOWLEDGE AND INFORMATION; THEY ARE MADE FOR THE PURPOSE OF REQUESTING THE CITY OF ROCKFORD TO ISSUE THE PERMIT HEREIN APPLIED FOR; THE APPLICANT IS QUALIFIED AND ELIGIBLE TO OBTAIN THE PERMIT APPLIED FOR; AND THE APPLICANT WILL NOT VIOLATE ANY OF THE LAWS OF THE UNITED STATES OF AMERICA OR THE STATE OF ILLINOIS, IN PARTICULAR, THE ILLINOIS LIQUOR CONTROL ACT, AND THE CITY OF ROCKFORD CODE OF ORDINANCES.

Date: _____ Signature: _____