City of St. Joseph

APPLICATION FOR APPROVAL FOR RETAIL USE OF PUBLIC SIDEWALK PERMIT

- **Street address of the Property:** _____

- **Legal Description of the Property:** _____

    _____

    _____

- **Parcel No.:** _____

- On a separate sheet of paper, fully describe the activity for which you are applying for a Retail Use of Public Sidewalk Permit. Include proposed hours of operation, expected traffic volumes, staffing levels, parking availability and any other information that would be helpful.

The undersigned hereby applies for the approval of said RETAIL USE OF PUBLIC SIDEWALK PERMIT.

With the signing and submittal of this application, the property owner authorizes the City of St. Joseph to enter onto the subject property to collect data and other information in order to accurately prepare reports or other documentation for review by the City Council, City boards & commissions, and City departments.

- **Signature of Applicant**: _____

    Print or type name: _____

    Address of applicant: _____

    _____

    Telephone number of applicant: _____

- **Signature of property owner or his/her legal representative**: _____

    Print or type name: _____

    Address of property owner or his/her legal representative: _____

    Telephone number of property owner or his/her legal representative: _____

Items to be submitted with application:
1. __ This completed application.
2. __ Proof of Insurance (listing the City of St. Joseph as additional insured and indemnity language).
3. __ Proposed activity/use letter.
4. __ Site Plan showing location, dimensions, setbacks and access.
5. __ Landscaping and fencing plan (if required).
6. __ Permit Fee: ☐ Sidewalk Sale $10.00 per event (Maximum 4 outdoor events per year)
   ☐ Sidewalk Vendor $350.00 per year
   ☐ Outdoor Café $100.00 per year

> To be completed by City staff only:
> Current zoning of property: _____
> Date application recvd: _____
> Date filing fee recvd: _____
> Staff initial: _____

05/13