



CITY OF YPSILANTI
 BUILDING DEPARTMENT
 One South Huron, Ypsilanti, MI 48197
 Phone (734) 482-1025 ♦ Fax (734) 483-7444
 www.cityofypsilanti.com

**Non-refundable
 fee: \$75**

Date: _____

OUTDOOR CAFÉ in the RIGHT-OF-WAY APPLICATION

§94-193

Applicant

Business Name:		Business Address:	
Contact Name:			
Address:			
City:		State:	Zip:
Phone / Fax:		E-Mail:	

Check the following as completed. If not applicable, please write "N/A" or "not applicable."

Submit this completed application with the fee to the Ypsilanti Building Department for review and evaluation.			
Attach sketch of planned location, including dimensions and seating. The location must: <ul style="list-style-type: none"> • allow for a five-foot wide unobstructed path of travel for pedestrians, • not block any entrances, exits, or windows of adjacent buildings, and • not block any other public fixtures such as fire hydrants or parking meters. 			
Attach current Certificate of Insurance, naming City of Ypsilanti as additional insured for commercial liability coverage in an amount of not less than \$1,000,000 general aggregate.			
Insurance carrier name:		Policy Number:	Expiration Date:
Approval of Michigan Department of Transportation (MDOT), if café will be located on a State trunkline (see list at right). Contact MDOT's Permits Division at 810-225-2620 for more information. More information about MDOT can be found at michigan.gov/mdot .		Trunklines	
		Washtenaw:	Western City boundary to Hamilton
		W. Cross:	Washtenaw to N. Huron
		Hamilton:	Washtenaw to southern City boundary
		Huron:	W. Cross to southern City boundary
		Michigan:	Hamilton to eastern City boundary
		Ecorse:	All
Authorization from the state Liquor Control Commission for sidewalk café serving alcoholic beverages, if such will be served.			

Signature

I hereby attest that the above information is accurate and I am authorized to make this application. I and those I represent agree to indemnify and hold harmless the City of Ypsilanti, its officers, and employees, from any loss, liability, or damage, including expenses and costs, for bodily or personal injury, and for property damage sustained by any person as a result of the installation, use, and/or maintenance of an outdoor café within the right-of-way within the City, including loss of or damage to the café itself.	
Signature:	Date:
Print Name:	

This Fact Sheet is not a substitute for a close reading of the ordinance, which is available on the City's website. It is intended to address general or common questions. All relevant permit applications are available from the Building Department at City Hall, or on the City's website, www.cityofypsilanti.com. Completed applications and any required fees should be submitted to the Building Department. For further information, contact the Building Department at 734-482-1025.

Sidewalk cafés are areas on a public sidewalk adjacent to a restaurant used as an additional service area for that restaurant.

Permits Required: Outdoor Café License
MLCC approval may be necessary
MDOT approval may be necessary
Business must have a current Certificate of Occupancy and Business License

Other Requirements:

- **Completed permit application and application fee**
- **Site sketch showing location and dimensions of proposed seating area.**
 - Business must be located in the Central Business Zoning District (B3);
 - Seating area must be adjacent to the principal business which provides indoor seating.
 - Seating area may only be used for drinking and dining; no storage or preparation of food or vending machines are permitted. They are not to be used as "smoking areas" nor as outdoor performance areas.
 - Seating area must be separated from parking areas by a wall or other architectural feature at least 3 feet high;
 - A five-foot-wide clear walkway space must be provided for passers-by. The measurement shall be made from the front of curb to the outer limits of the outdoor seating area, or from the building to the inner limits of the outdoor seating area.
 - Seating area must be at least 50 feet from property zoned R1 or R2;
 - Seating area must be kept clean and free of litter at all times.
 - Seating area may only be in place from April to October; once the café is closed for the season, all chairs, tables, barriers, and etc. shall be removed.
- **Current Certificate of Insurance, naming City of Ypsilanti as additional insured for commercial liability coverage in an amount of not less than \$1,000,000 general aggregate.**
- **If serving alcohol, you must be licensed Michigan Liquor Control Commission (MLCC) to do so.**
 - For more information, please call the MLCC at 1-866-813-0011;
 - Local police investigation and approval is required. Police inspection will be arranged by the MLCC.
- **If operating on a trunkline, you must acquire a Michigan Department of Transportation Permit.**
 - Trunklines within the City:
 - Washtenaw: western City boundary to Hamilton
 - W. Cross: Washtenaw to N. Huron
 - Hamilton: Washtenaw to southern City boundary
 - Huron: W. Cross to southern City boundary
 - Michigan: Hamilton to eastern City boundary
 - Ecorse: All
 - Contact the MDOT University District Utilities-Permit Engineer at (810) 225-2620 for assistance.
- **A completed Sidewalk Café Licensing Agreement**

**If you have any other questions, please contact
the City of Ypsilanti Building Department at (734) 482-1025.**