

SIDEWALK CAFÉ APPLICATION FORM

Updated: October, 2018



CONTACT INFORMATION

Applicant's Name		Property Owner	
Applicant's Home Address		Owner's Mailing Address	
Applicant's Phone #		Owner's Phone #	
Applicant's Email		Owner's Email	

SIDEWALK CAFÉ INFORMATION

Proposed Sidewalk Café Address: _____

Nearest Intersection: _____ **Current Use of Property:** _____

Total size of proposed Sidewalk Café: _____ **Number of tables and chairs proposed:** _____

Estimated Project Cost: \$ _____ **Hours/Days of Operation:** _____

Food Service Permit Number issued by Environmental Health Department: _____

I have read and understood the *City of San Marcos Streetscape Improvements Manual*, and *Ordinance 2015-01* which covers responsibilities, design guidelines, and technical requirements.

DESIGNER INFORMATION

(If Known):

Designer Name: _____ **Firm:** _____

Phone: _____ **Email:** _____

AUTHORIZATION

I certify that the information on this application is complete and accurate. I understand the fees and the process for this application. I understand my responsibility, as the applicant, to be present at meetings regarding this request.

App Fee \$206 Technology Fee \$12 Annual Fee \$ (Based on Sq.Ft.) TOTAL COST \$218 + Annual Fee

Annual Fee:

\$52 (< 49 square feet)	\$412 (300-399 square feet)	\$824 (700-799 square feet)
\$103 (50-99 square feet)	\$515 (400-499 square feet)	\$927 (800-899 square feet)
\$206 (100-199 square feet)	\$618 (500-599 square feet)	\$1,030 (< 900 square feet)
\$309 (200-299 square feet)	\$721 (600-699 square feet)	

Submittal of this digital Application shall constitute as acknowledgement and authorization to process this request.

APPLY ONLINE – WWW.MYGOVERNMENTONLINE.GOV



CHECKLIST FOR SIDEWALK CAFÉ APPLICATION

The following items are requested for consideration of this application. These and additional items may be required at the request of the Department		Comments						
<input type="checkbox"/>	<p><i>Pre-development meeting with staff is recommended</i></p> <ul style="list-style-type: none"> Please visit http://sanmarcostx.gov/1123/Pre-Development-Meetings to schedule 							
<input type="checkbox"/>	Completed Application for Sidewalk Café							
<input type="checkbox"/>	<p>Site Plan: a dimensioned site plan for the proposed sidewalk café installation. This can be digital or hand-drawn. Please reference the Streetscape Improvements Manual for requirements and an example. Please include the following:</p> <ul style="list-style-type: none"> Dimensions of existing sidewalk width and distances between sidewalk furniture and obstructions (e.g. fire hydrants, utility poles, trees, utility boxes) Location of entrances and exits to the business hosting the sidewalk café Location and number of tables, chairs, seating area, and landscaping Location of any proposed curbside fencing (required if serving alcohol) Dimensions of the Host's building frontage Notations of Americans with Disabilities Act (ADA) - compliant seating area. 							
<input type="checkbox"/>	<p>Additional Design: Provide information regarding seating, fencing and material within sidewalk café:</p> <ul style="list-style-type: none"> Include proposed materials, and any amenities Indicate security feature for tables/chairs: whether removed at night or locked and secured. <p>Provide drawings to describe your proposed project (optional)</p>							
<input type="checkbox"/>	Authorization: Provide authorization for the owners of property and businesses abutting proposed sidewalk café							
<input type="checkbox"/>	TABC Permit, Conditional Use Permit, Alcohol: If alcohol is proposed within the sidewalk café, an approved Conditional Use Permit and proof of TABC license will be required.							
<input type="checkbox"/>	Completed License and Maintenance Agreement							
<input type="checkbox"/>	Proof of Insurance							
<input type="checkbox"/>	Surety Bond (if applicable – for bolting into sidewalk)							
<input type="checkbox"/>	<table> <tr> <td>Application Filing Fee</td> <td>\$206</td> </tr> <tr> <td>Technology Fee</td> <td>\$12</td> </tr> <tr> <td>Annual Fee</td> <td>\$ Based on Square Footage</td> </tr> </table>	Application Filing Fee	\$206	Technology Fee	\$12	Annual Fee	\$ Based on Square Footage	
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Technology Fee	\$12							
Annual Fee	\$ Based on Square Footage							

****San Marcos Development Code Section 2.3.1.1(C): “Every application accepted by the responsible official for filing shall be subject to a determination of completeness...the responsible official is not required to review an application unless it is complete...”**