



CITY OF MONTICELLO
 Community Development
 505 Walnut Street, Suite 1
 Monticello, MN 55362
 (763) 295-2711 • info@ci.monticello.mn.us

**Sidewalk Cafés
 Application Checklist**

PROPERTY INFORMATION	
Property Address	
PROPERTY OWNER INFORMATION	
Owner Name	
Owner Address	
Owner Phone/Email	() /
APPLICANT INFORMATION	
Applicant Name	
Applicant Address	
Applicant Phone/Email	/

Is this application a renewal of a previous permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Existing site use/business		
Duration of permit, including start/end dates		
*Only available April 1 – October 31		

SUBMITTAL REQUIREMENTS FOR ALL OUTDOOR SEATING/DINING:		
Applicant Check-In	City Check-In	Requirement
		A dimensioned site plan with the number of tables and seats shown.
		Parking accessibility requirements have been met. Provide the total number of stalls on site and the number to be used for dining.
		Accessibility requirements have been met for patrons.
		Ingress/egress is maintained for pedestrians and vehicles on the site.
		No drainage or utility concerns are evident.
		Fencing/lighting, if proposed, is shown and is acceptable.
		Fire hydrant must be accessible. Show location on site plan as applicable.
		Tent permit application received and approved, if applicable.
		Updated certificate of liability insurance for expanded area has been provided and deemed sufficient.
		List below days and hours of operation of outdoor seating.

ACKNOWLEDGEMENTS – ALL SUBMITTALS	
I have received, read, and agree to comply with the terms of the Monticello City Code, Chapter 153, Chapter 5, Section 3(D)(25)(b) for Outdoor Seating accessory uses and Chapter 116 for Sidewalk Cafés. I further understand that only the area shown on the submitted site plan may be used and that any expansion is subject to additional review and/or licensing as required.	
Signature of applicant	Signature of property owner(s)

ADDITIONAL REQUIREMENTS IF OUTDOOR DINING/SEATING LOCATED ON PUBLIC PROPERTY:

Applicant Check-In	City Check-In	Requirement
		All items from above table are satisfactorily addressed.
		Each application must include a plan, drawn to scale, illustrating: <ul style="list-style-type: none"> (a) The exact location of the proposed sidewalk café including number of tables and chairs, access/drive aisles, and any appurtenances; (b) Distances to, and dimensions of, adjoining buildings; (c) All sidewalks, curbs, and striped parking stalls within 100 feet of the perimeter of the proposed sidewalk café; (d) The distance to and location of the traveled portion of the nearest adjacent street; and (e) Distances to all obstructions in the vicinity.
		Minimum clear passage zone for pedestrians of at least five feet is maintained.
		The applicant has provided acceptable evidence of commercial general liability insurance for any death, personal injury, or property damage arising from the ownership, maintenance, or operation of the sidewalk café in amounts not less than: <ul style="list-style-type: none"> • One million dollars for injury to or death of one person; • Three million dollars for any one incident; and • One hundred thousand dollars for damage to property arising from any one incident. The City shall be named as an additional insured in the policy providing such insurance. Further, such certificate shall obligate the insurer to give the City not less than 30 days advanced notice of any modification or cancellation of coverage.
		The applicant has furnished the City Clerk with acceptable evidence of worker’s compensation coverage as required by M.S. § 176.182, as it may be amended from time to time.
		Outdoor seating area shall be limited to the public right-of-way or parking lot abutting the frontage of the business to which it is attached. The area may be extended to the public frontage of the abutting property with notice to the adjacent property owner of the license consideration.

ACKNOWLEDGEMENTS – PUBLIC PROPERTY SUBMITTALS

I agree to indemnify and hold the City of Monticello and the City’s officials and employees harmless from any loss, costs, damages, and expenses arising out of the use, design, operation, or maintenance of the outdoor seating/dining area and I agree to repair any damage to public facilities resulting from the outdoor seating/dining area use. I further understand and agree to the following:

- Intoxicating liquors, beer, or wine may be consumed only if the sidewalk café/outdoor seating/dining area meets all of the requirements of [Chapter 110](#) and [Chapter 116](#).
- The sidewalk café/outdoor seating/dining area shall be maintained in a clean and sanitary condition. These areas will be required to be swept and washed daily by the permit holder and trash disposal and electricity will be provided from within the establishment.

Signature of applicant

CITY APPROVAL	
(Zoning Administrator/Community Development Director Signature)	(Date)
(City Clerk Signature)	(Date)

Approval is granted with the following conditions:

Internal checklist (as applicable):	
City Clerk	
Engineering/Public Works	
Building Safety & Code Enforcement	
Community Development	
Fire Marshal	
Law Enforcement	
Liability Insurance Certificate	
Map sent to the DPS Alcohol and Gambling Enforcement Division	