



APPLICATION FOR LICENSE

Sidewalk Café License

(Please print or type)

Applicant's Name _____ Telephone _____

Applicant's Mailing Address _____

Business Name _____ Telephone _____

Business Address _____

Email Address _____

Number of Tables _____ Number of Chairs _____ Number of Planters _____

Are you planning to change your previously approved plot plan for the café space? _____

Are you planning to place a Portable sandwich board sign on the sidewalk? _____

Are you planning on serving alcoholic beverages? _____ (If Yes, a copy of your NH Liquor License is required)

Are you planning on utilizing multiple storefronts? _____ (If Yes, signed permission from the property owner(s) is required)

Fee Schedule:	Initial application with Code Enforcement review*	\$125.00
	Subsequent renewals per storefront area for 2 nd , 3 rd , 4 th , and 5 th year	\$100.00
	Additional fee per storefront area that extends beyond the immediate area in front of the licensed establishment	\$100.00

*First year applicants are required to submit a plot-plan, drawn to scale and fully dimensioned including the seating arrangement and layout of pedestrian corridors for sidewalk use and permitted access with the plot plan subject to review by the Code Enforcement Department to ensure unimpeded public use of the sidewalk and maintenance of a corridor that is a minimum of 6 feet in width for public travel. License holders are treated as new applicants and the cycle starts again at the six-year renewal.

In addition, the Code Enforcement Department will review all applications to ensure that the establishment is duly qualified to hold a sidewalk café license by virtue of their status as a restaurant.

Signature of Applicant

Date Signed

Signature of Property Owner
(If not the City of Keene)

(For office use only)

Date Application and Fee Received _____ Date Plot plan Received _____

Code Enforcement Review (by whom and date completed) _____

Date License Approved _____ By _____

Assistant City Clerk

License Expires _____

What is a Sidewalk Café?

Sidewalk café means an outdoor dining area on a public sidewalk or public way where patrons may consume food and/or beverages provided by a licensed restaurant. Such restaurants may either provide table service in the outdoor dining areas or sell take-out items to be consumed in the outdoor dining areas.

Obtaining a License

The City Clerk is the licensing authority for Sidewalk Cafes. Applicants for a Sidewalk Café wishing to serve alcohol beverages in their café space will need Keene City Council approval in the first instance, with subsequent annual renewals issued by the City Clerk.

To obtain a license, the applicant must complete an application that is submitted to the City Clerk's Office along with the applicable fee. The applicant will also need to submit a certificate of liability insurance listing the City of Keene as an Additional Insured, a copy of their NH Liquor License (if applicable) and a signed letter of permission from the adjacent property owner if the applicant wants to go beyond their own storefront. First year applicants will be required to submit a sketch of the seating area, and the City Clerk's Office will initiate a review process with various City departments, including an inspection by Code Enforcement to ensure ADA compliance. Once the review process has concluded, the applicant will sign an indemnification agreement and the City Clerk will issue the license.

Licenses Requiring City Council Approval

City Council approval is needed for first time applicants requesting permission to serve alcohol. The applicant will submit the documentation needed to apply for the Sidewalk Café License to the City Clerk's Office along with a letter addressed to the Honorable Mayor and City Council. The applicant will be invited to a meeting of the Planning, Licenses and Development Committee to discuss their request to serve alcohol at the café area. Once Council permission has been received, the City Clerk will proceed with reviewing and issuing the license as described above.

Licenses issued under this section of the City Code will expire March 1 of each year. The use of the sidewalk is limited to April 1 through November 1 each year to coincide with the Snow and Street Maintenance Period identified in City Code. The application fee for this license is \$125.00 the first year, and \$100.00 per year thereafter. Every five years a plot plan review will be required, and the fee will be \$125.00 during the scheduled review time.

To review the regulations relative to this type of license, please go to the Keene City Code at the following web address:

https://www.municode.com/library/nh/keene/codes/code_of_ordinances

Chapter 46 is the Licensing Chapter.