Before a Sidewalk Use Permit can be deemed complete the following must be submitted to the Community Development Department:

- $10.00 Annual Fee (Renewable in December of each year)
- Certificate of Liability Insurance from an Insurance Company—City must be named as additional insured
- A site plan of the sidewalk area between the building and curb (see page 2)

The Community Development Director will review the application and notify you if more information is needed or will deem the application complete. If the application is complete and meets all the requirements a permit will be drafted. To be valid the permit must be signed by the business owner and the Community Development Director.

Any decision of the Community Development Director or the director’s designee, with respect to the issuance, refusal to issue, termination, suspension or revocation of a sidewalk use permit may be appealed to the City Council by filing a notice of intent to appeal such decision with the City Clerk within ten (10) days of the date of issuance of the decision being appealed. If an appeal from any such decision is taken, the appellant shall be required to pay a nonrefundable appeal fee in an amount of not less than one hundred dollars ($100.00). The appeal shall include a complete statement of the reason or reasons that form the basis of the appeal. The decision of the City Council shall be final, binding and conclusive, the decision being solely within the discretion of the City Council.

Contact the Community Development Department on the first floor of City Hall or telephone (509) 962-7231 for information or help with completing the permit application.

### Sidewalk Use Regulations

- Tables, chairs, and any barriers must allow a minimum of five linear feet of unobstructed passage between any table, chair or barrier and the outside edge of the sidewalk and between any table, chair or barrier and any other object in or on the sidewalk such as street signage or trees (see page 3).
- Table size cannot be more than 32 inches in size on any side or the diameter.
- Number of chairs shall not be more than twice the number of tables allowed by the permit.
- A maximum of one table and two chairs are allowed for each ten linear feet of the business frontage that fronts directly on the sidewalk.
- All tables and chairs and barrier must be visible directly from the interior of the business.
- The sidewalk may only be used between 7 a.m. and 10 p.m. seven days a week.
- Tables, chairs and barriers must be off the sidewalk between 10:30 p.m. and 6:30 a.m.
- If alcohol is served a barrier no less than 42 inches in height is required. The barrier must be a physical structure that bars movement between two areas and must be movable. It cannot be affixed to the sidewalk surface.
- Service of alcoholic beverages must be in accordance with the State Alcoholic Beverage Control regulations.
SIDEWALK USE PERMIT
APPLICATION

Date: __________________________

Business Name: ________________________________

Location Address: ________________________________

Mailing Address: ________________________________

Contact Person: ________________________________

Phone Number: ________________________________

Email Address: ________________________________

SITE PLAN

In the space below or on a separate page draw a site plan of the sidewalk area between the building and street showing the following:

__ Doorway and window locations of the building

__ All permanent & temporary or movable sidewalk objects—City flower planters, street tree wells, street signs, bike racks, trash receptacles, street lights, A-frame signs

__ Proposed seating area—# of tables & locations, # of chairs & location, barrier (if alcohol served)

__ Width of sidewalk in feet (from building to curb, varies through out downtown)

__ Distance in feet between sidewalk objects & barrier or seating area (5-foot minimum unobstructed passage)

__ Distance in feet between each table, chair, barrier and the adjacent building and curb.

For Office Use Only:
Permit No. SUP -

Date Application Complete __________________________

Date Permit Issued __________________________
**ILLUSTRATED GUIDELINES** to help you plan your outside seating area.

OPERATING HOURS 7 a.m. TO 10 p.m. — 10:30 p.m. TO 6:30 a.m. SIDEWALK MUST BE FREE OF ALL TABLES, CHAIRS AND BARRIER

### If Alcohol is Served-
- SERVICE OF ALCOHOLIC BEVERAGES MUST BE IN ACCORDANCE WITH THE STATE ALCOHOL BEVERAGE CONTROL REGULATIONS AND THE LIQUOR CONTROL BOARD.
- A 42-INCH HIGH PERIMETER BARRIER THAT WILL BAR MOVEMENT BETWEEN TWO AREAS IS REQUIRED DURING ALL HOURS OF SERVICE. THE BARRIER CANNOT BE PHYSICALLY ATTACHED TO THE SIDEWALK. IT MUST BE A PHYSICAL STRUCTURE SUCH AS A METAL FOLDING GATE OR MOVABLE FENCE THAT CAN EASILY BE SET-UP AND REMOVED EACH DAY.

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MEASURE 1 THE LINEAR FEET OF YOUR BUSINESS FRONTING DIRECTLY UPON THE SIDEWALK AND 2 THE DISTANCE BETWEEN YOUR BUSINESS OBJECTS.

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1 TABLE + 2 CHAIRS PER 10 LINEAR FEET OF BUSINESS FRONTAGE

ALL TABLES, CHAIRS AND BARRIER MUST BE VISIBLE AT ALL TIMES FROM INSIDE THE BUILDING

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TABLE SIDES OR DIAMETER NO MORE THAN 32"

BARRIER REQUIRED IF SERVING ALCOHOLIC BEVERAGES

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NOT LESS THAN A 5-FOOT UNOBSTRUCTED PASSAGE BETWEEN ANY TABLE, CHAIR OR THE BARRIER AND ANY SIDEWALK OBJECT OR THE CURB

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City of Ellensburg Sidewalk Use Permit Application