



**Village of Downers Grove**

**Temporary Use Permit Application - Outdoor Dining**

Community Development Department

801 Burlington Ave, Downers Grove, IL 60515

Phone: (630) 434-5515

**APPLICANT INFORMATION:**

Applicant: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant is: Property Owner/Attorney/Other (please specify): \_\_\_\_\_

Name of Subject Business: \_\_\_\_\_

Address of Subject Business: \_\_\_\_\_

**PROPOSED DINING OPERATIONS:**

Proposed Operation Dates: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

**PROPOSED DINING LOCATION(S):**

Sidewalk Y / N      Parking Spaces Y / N      Other Y / N \_\_\_\_\_

**Number of Seats**

Existing Number of Seats inside restaurant      \_\_\_\_\_

Proposed Number of seats outside      \_\_\_\_\_

**ESTIMATED FEE CALCULATOR:**

Application  
Fee \$106.00

+ Square footage of sidewalk outdoor dining (downtown) \_\_\_\_\_ (x1.40) = \_\_\_\_\_

+ Square footage of on-street outdoor dining (downtown) \_\_\_\_\_ (x1.65) = \_\_\_\_\_

**Estimated Total due (add the rows above): \$ \_\_\_\_\_**

Note: Staff will confirm the size of the outdoor dining area to determine the required fee.

**APPLICATION REQUIREMENTS:**

**The following items are required for all outdoor dining permits.** Please submit all items at one time unless otherwise noted:

- This application filled out to completion
  - Sign the applicant's statement of agreement on page 4.
- A letter of authorization from the property owner
- Copy of Class O Liquor License (if applicable)
- Fee (payable upon approval of permit)
- Plat of Survey
- Site plan showing the following
  - Location of tables and chairs
  - Location of any other installations associated with the patio such as umbrellas, space heaters, exterior lighting, landscaping, lighting, screening, etc.
  - 4 foot wide accessible paths to patio and between tables
  - Setbacks from dining areas to lot lines
  - Dimensions of patio indicating how area was calculated
- Photos of tables, chairs, etc.

**The following additional items are required for outdoor dining in the Downtown**

- Sign the hold harmless/indemnification agreement on page 4
- Identify if any attachments or appurtenances are proposed to be placed on Village provided barricades.
- Certificate of Insurance in amounts identified in the License Agreement
- Signed Outdoor Café License and Maintenance Agreement (this will be sent to you to sign after the application is submitted.)

**GENERAL RULES AND REGULATIONS:**

*Duration:* March 15 through November 15 for private property outdoor dining and sidewalk outdoor dining in the downtown. Mid-April through November 15 for use of parking spaces in the downtown. The start date for the use of parking spaces in the downtown is weather dependent..

*Cleanliness:* Participants will be responsible for maintaining standards of cleanliness, including nightly cleanings for food/debris removal and regularly scheduled cleanings of sidewalks and on-street spaces.

*Outdoor Entertainment :* Outdoor entertainment is allowed subject to the following conditions: (1) Entertainment is not allowed past 10 p.m. (2) Amplification is not allowed. (3) Outdoor entertainment may be shut down earlier if the Police Department receives any complaints.

*Special Events:* Businesses with dining in the right of way may be required to remove their patio setup from time to time in the case of special events such as Grove Fest.

*ROW Barriers:* Seating within parking spaces must be enclosed for security purposes. Barriers will be installed by the Village. The Village will contact the applicant to coordinate the set up and tear down. Any decoration or alteration to the barricades must be demonstrated on the application and approved prior to installation.

*Portable Bars:* No portable or permanent bars or liquor service stations shall be permitted in the Outdoor Café.

*Application Review:* Upon review of your application materials, the Village may request additional details as necessary.

*Inspection:* An inspection is required if the patio area is in the right of way prior to operation.

*Design:* Nothing of a design or weight that can be wind blown may be used. and no breakable plastic furniture. Planter boxes, and other landscaping elements are recommended. Lighting cannot be attached to Village street trees, lights, appurtenances or other structures.

See [Sec 4.104](#) for additional information.

**APPLICANT'S STATEMENT OF AGREEMENT:**

I hereby affirm that the above information is true and correct in describing the intent of this application. Everything that I stated on this application is correct to the best of my knowledge. Failure to comply with the application and disclosure requirements shall constitute grounds to deny the permit.

I have read the provisions of this application and agree to abide by the ordinances, rules and regulations of the Village. I understand that issuance of the permit is contingent upon compliance of all conditions and requirements. The permit, if granted, is not transferable and is revocable at any time at time absolute discretion of the Village of Downers Grove.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Signature & Seal

**HOLD HARMLESS/INDEMNIFICATION AGREEMENT (RIGHT-OF-WAY DINING ONLY):**

(Applicant name) \_\_\_\_\_ has requested permission to conduct a Temporary

Use in the Village of Downers Grove. For consideration of such permission and permit,

(Applicant name and Business Name) \_\_\_\_\_ hereby

fully release and discharge the Village of Downers Grove, it's officers, agents and employees from any and all claims from injuries, including death, damages, or loss which may arise or which may allege to have arisen out of, or in connection with this cafe license.

(Applicant name and Business Name) \_\_\_\_\_ further

indemnify and hold harmless and defend the Village of Downers Grove, it's officers, agents, and employees from any and all claims resulting from injuries, including death, damages or losses, including, but not limited to the general public, which may arise or which may be alleged to have arisen out of, or in connections with this cafe license.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Signature & Seal