



**DEVELOPMENT SERVICES
BUILDING DEPARTMENT**

4550 Walnut Lake Road
West Bloomfield, MI 48323
(248) 451-4842 Phone
(248) 451-4871 Facsimile
(248) 451-4858 Inspection Line
www.wbtwp.com

OFFICE USE ONLY

Permit #:

TR #:

**OUTDOOR SEATING
PERMIT APPLICATION**

Business Information	Business:	Phone:
	Restaurant Name and Plaza Name:	Sidwell No.:
	Address:	Email:
	Business Registration Current (renewed)? <input type="checkbox"/> Yes <input type="checkbox"/> No Outdoor Seating Permit will not be issued if the Business License renewal is not current.	

Applicant Information	Name:	Phone:
	Address:	Email:
	Mailing Address: (if different from above)	
	Is the applicant the property owner? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, applicant must complete Property Owner Information and attach written authorization from property owner to application	

Property Owner Information	<i>Complete this section if applicant is not the property owner</i>	
	Name:	Phone:
	Address:	Email:

Outdoor Seating Information COMPLETE THIS SECTION IN ITS ENTIRETY	<input type="checkbox"/> New Application <input type="checkbox"/> Renewal		
	Describe Changes:		
	Occupancy Dates: _____ through _____ (removal required prior to and after)		
	Occupancy Hours:		
	Number of Tables:	Color:	Material:
	Number of Chairs:	Color:	Material:
	Number of Table Umbrellas:	Color:	Material:
	Additional Items (railings, posts, etc):		
	Occupancy Area Dimensions:	Total Square Feet:	Existing Gross Floor Area:
	No Alcoholic Beverage Served		

Fees Application Fee is non-refundable.	Annual Application Fee	\$ 100.00

Additional Document Submit with application	I have attached the following (incomplete application, including missing documents are not accepted)	
	<input type="checkbox"/> Completed Application	<input type="checkbox"/> Property Owner Authorization
	<input type="checkbox"/> Detailed Plan Showing Layout	<input type="checkbox"/> Appropriate Fee
Applicant Signature:		Date:

Permit Terms and Conditions

The following terms and conditions shall apply and be considered a part of every outdoor seating permit approved and issued under this Chapter unless the final permit approval decision by planning commission or township board specifically decides otherwise.

The following terms and conditions apply to all permits:

- a. A pre-application meeting between the Petitioner and the zoning administrator or zoning administrator's designee and any contractors/subcontractors is required prior to any construction. A copy of the permit shall be posted in a visible location onsite. Please contact Jennifer Wargel to schedule a pre-application meeting at 248-451-4796 or e-mail at j_wargel@wbtp.com.
- b. At the time of the pre-application meeting, the exact location of the request must be shown on a floor plan showing the following items:
 - Existing floor plan with existing seating (indoor and outdoor) along with the existing occupant load and use group
 - Exiting sidewalk dimensions
 - Written documentation of the legal right and property owner's consent to use the outdoor seating area.
- c. The outdoor seating area must be at grade level and may not occupy an area in excess of 20 percent of the gross floor area of the permitted use.
- d. The outdoor seating area may not be used for the consumption or service of alcohol.
- e. No food or beverage may be stored, prepared or sold or offered for sale in the outdoor seating area, with this prohibition applying to vending machines.
- f. No signs are allowed in the outdoor seating area.
- g. Any lighting shall be shielded so as to prevent glare to adjacent property, public right-of-ways, and pedestrians.
- h. No live music, loudspeakers, public address systems or other types of acoustic generators are allowed in or around the outdoor seating area.
- i. The outdoor seating area must comply with all applicable construction and fire codes and other governmental laws and permit, license or approval requirements under them.
- j. The outdoor seating area shall be provided with trash receptacles and be regularly maintained in a safe, clean, litter-free and orderly condition.
- k. The outdoor seating area shall be located at least 50 feet from any residentially zoned property.
- l. An outdoor seating area may not be located on a sidewalk unless a minimum pathway width of at least five (5) feet, or such greater width as required by the state barrier free design law, is maintained between the outdoor seating area and the edge of the sidewalk and any other structures or objects.
- m. The hours of the outdoor seating area shall be consistent with the principal use.
- n. All chairs, benches, tables and other installations that are part of the outdoor seating area shall be of quality, durable material and shall be removed and stored in a legal location and manner during the period from **November 1 through March 31** (permit is required each year).
- o. Outdoor seating areas in a public sidewalk, road right-of-way or other public property owned or controlled by the township may not be permitted under this section unless township approval is first obtained as provided in chapter 20 or other provision of the township code.
- p. A final inspection by the zoning administrator or zoning administrator's designee shall be conducted with a report added to the case file.