

# SIDEWALK CAFÉ APPLICATION FORM

Updated: October, 2019



## CONTACT INFORMATION

Applicant's Name		Property Owner	
Company		Company	
Applicant's Home Address		Owner's Mailing Address	
Applicant's Phone #		Owner's Phone #	
Applicant's Email		Owner's Email	

## SIDEWALK CAFÉ INFORMATION

Proposed Sidewalk Café Address: \_\_\_\_\_

Nearest Intersection: \_\_\_\_\_ Current Use of Property: \_\_\_\_\_

Total size of proposed Sidewalk Café: \_\_\_\_\_ Number of tables and chairs proposed: \_\_\_\_\_

Estimated Project Cost: \$ \_\_\_\_\_ Hours/Days of Operation: \_\_\_\_\_

Food Service Permit Number issued by Environmental Health Department: \_\_\_\_\_

I have read and understood the *City of San Marcos Streetscape Improvements Manual*, and *Ordinance 2015-01* which covers responsibilities, design guidelines, and technical requirements.

## DESIGNER INFORMATION

(If Known):

Designer Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## AUTHORIZATION

*I certify that the information on this application is complete and accurate. I understand the fees and the process for this application. I understand my responsibility, as the applicant, to be present at meetings regarding this request.*

App Fee \$212      Technology Fee \$13      Annual Fee \$ (Based on Sq.Ft.)      TOTAL COST \$225 + Annual Fee

Annual Fee:

\$54 (< 49 square feet)	\$423 (300-399 square feet)	\$846 (700-799 square feet)
\$106 (50-99 square feet)	\$529 (400-499 square feet)	\$951 (800-899 square feet)
\$212 (100-199 square feet)	\$634 (500-599 square feet)	\$1,057 (< 900 square feet)
\$317 (200-299 square feet)	\$740 (600-699 square feet)	

Submittal of this digital Application shall constitute as acknowledgement and authorization to process this request.

**APPLY ONLINE – [WWW.MYGOVERNMENTONLINE.GOV](http://WWW.MYGOVERNMENTONLINE.GOV)**



## CHECKLIST FOR SIDEWALK CAFÉ APPLICATION

The following items are requested for consideration of this application. These and additional items may be required at the request of the Department		Comments						
<input type="checkbox"/>	<p><i>Pre-development meeting with staff is recommended</i></p> <ul style="list-style-type: none"> <li>• Please visit <a href="http://sanmarcostx.gov/1123/Pre-Development-Meetings">http://sanmarcostx.gov/1123/Pre-Development-Meetings</a> to schedule</li> </ul>							
<input type="checkbox"/>	Completed Application for Sidewalk Café							
<input type="checkbox"/>	<p><b>Site Plan:</b> a dimensioned site plan for the proposed sidewalk café installation. This can be digital or hand-drawn. Please reference the Streetscape Improvements Manual for requirements and an example. Please include the following:</p> <ul style="list-style-type: none"> <li>• Dimensions of existing sidewalk width and distances between sidewalk furniture and obstructions (e.g. fire hydrants, utility poles, trees, utility boxes)</li> <li>• Location of entrances and exits to the business hosting the sidewalk café</li> <li>• Location and number of tables, chairs, seating area, and landscaping</li> <li>• Location of any proposed curbside fencing (required if serving alcohol)</li> <li>• Dimensions of the Host's building frontage</li> <li>• Notations of Americans with Disabilities Act (ADA) - compliant seating area.</li> </ul>							
<input type="checkbox"/>	<p><b>Additional Design:</b> Provide information regarding seating, fencing and material within sidewalk café:</p> <ul style="list-style-type: none"> <li>• Include proposed materials, and any amenities</li> <li>• Indicate security feature for tables/chairs: whether removed at night or locked and secured.</li> </ul> <p>Provide drawings to describe your proposed project (optional)</p>							
<input type="checkbox"/>	<b>Authorization:</b> Provide authorization for the owners of property and businesses abutting proposed sidewalk café							
<input type="checkbox"/>	<b>TABC Permit, Conditional Use Permit, Alcohol:</b> If alcohol is proposed within the sidewalk café, an approved Conditional Use Permit and proof of TABC license will be required.							
<input type="checkbox"/>	Completed License and Maintenance Agreement							
<input type="checkbox"/>	Proof of Insurance							
<input type="checkbox"/>	Surety Bond (if applicable – for bolting into sidewalk)							
<input type="checkbox"/>	<table> <tr> <td>Application Filing Fee</td> <td>\$212</td> </tr> <tr> <td>Technology Fee</td> <td>\$13</td> </tr> <tr> <td>Annual Fee</td> <td>\$ Based on Square Footage</td> </tr> </table>	Application Filing Fee	\$212	Technology Fee	\$13	Annual Fee	\$ Based on Square Footage	
Application Filing Fee	\$212							
Technology Fee	\$13							
Annual Fee	\$ Based on Square Footage							

**\*\*San Marcos Development Code Section 2.3.1.1(C): “Every application accepted by the responsible official for filing shall be subject to a determination of completeness...the responsible official is not required to review an application unless it is complete...”**