



SIDEWALK OCCUPANCY SUBMITTALS

City of Ann Arbor
Planning & Development Services
100 N. Fifth Avenue, P.O. Box 8647
Ann Arbor, MI 48107
(734) 994-2674

When applying for a Sidewalk Occupancy permit to the Community Services Permit Desk, the following items must be included:

- Picture (digital, Polaroid, or any other) of the location to be occupied INCLUDING any equipment/apparatus used in conjunction with the event.
- Health Dept. Certificate (if selling food items not pre-packaged)
- Completed application
- Notification Form (unless in front of your own business)
- Liability Insurance
- Must maintain 6 foot wide clearance on sidewalk.
- Approval from businesses within 75 feet of desired location selling like items. Applicant must receive approval from any and all businesses within 75 feet of desired location that sell comparable items.

Please check the following boxes to acknowledge the understanding of the listed items:

- No cart or items in connection with the cart shall be left on the sidewalk overnight, or for a 24 hour period.
- No cart shall be affixed to any stationary object (light pole, parking meter, traffic control device, etc.)
- No person shall use a motorized generator in connection with sidewalk occupancy activities.
- No person shall drive a motorized vehicle upon or within any sidewalk area for any purpose including, but not limited to, placing the cart of any other apparatus used in connection with the sidewalk occupancy or to remove the cart.
- I have read and understand the provisions of Chapter 47.

PLEASE NOTE: Failure to submit all required items may result in delays in processing your application.

Permits within the boundaries listed below will be considered invalid during the times of said events:

- 1) *Ann Arbor Art Fair*
- 2) *Ann Arbor Summer Festival*
- 3) *Any Main Street Area Association sponsored event*

Signatures for acknowledgment of completeness:

Signature of Applicant

Print Name

Date

PROCEDURE TO RECEIVE PERMIT FOR SIDEWALK OCCUPANCY

Persons wishing to occupy public space must first obtain a Sidewalk Occupancy Permit from the City of Ann Arbor. Application packets are available from the Community Services Permit Desk. Applicants are asked to carefully review all packet information, which should include the following:

- A Permit Application
- A Notification Form
- An Insurance Requirement Form
- A Copy of Chapter 47, Section 4:14
- A Copy of Administrative Regulations
- A Copy of Merchant Association Representative Contact List

1. Applicants may apply for an annual permit or a daily permit. Annual permits are valid from May 1 to April 30.
2. Daily permits are valid only on the days specified on the permit.
3. ONLY the owner or manager of a street level business or property may submit applications for an annual permit between April 1 and April 30. After April 30, anyone may apply for an annual permit in accordance with the requirements set forth in Chapter 47, Section 4:14(2)(a).
4. Applications for a daily permit may be submitted by anyone in accordance with the requirements set forth in Chapter 47, Section 4:14(2)(b).
5. The applicant should clearly identify on the application the area they wish to occupy. It must also indicate the total square footage and the items to be displayed or reason for occupancy.
6. Prior to the issuance of the permit, the applicant must give written notice (on the form provided by the City) to the business(es) directly adjacent to the sidewalk area to be occupied and approval from any and all businesses within 75 feet in direct competition with applicant's items. All parties must be notified at least 72 hours before any sidewalk occupancy permit can be issued. Street level businesses wishing to occupy sidewalk space directly adjacent to (in front of) their business do not have to comply with this requirement. [See Administrative Rules for Additional Requirements]
7. Pursuant to Chapter 47, Section 4:14(12) applicants for sidewalk occupancy permits must submit evidence of adequate liability insurance coverage consisting of a certificate issued by an authorized agent of the insurance company with the required amendments and/or changes per the attached Insurance Requirement Form. Faxed copies must be sent directly from the insurance company.
8. Fees for Sidewalk Occupancy Permits are:
Annual Permit: \$1.00 per square foot of sidewalk space occupied between May 1 and April 30.
Daily Permit: \$0.05 per day per square foot of sidewalk space occupied.
9. Before using any sidewalk occupancy permit involving the sale of food or product for human consumption, a copy of the Application for Certification must be received from the County Health Officer.
10. The permit must be prominently displayed so that it is visible to the public while conducting activities permitted by this Chapter. The permit holder must provide refuse receptacles that cannot be deposited in City refuse containers.
11. The permit holder must provide for a pedestrian walkway at least 6 feet wide.

Return completed forms to:
Community Services Permit Desk
City of Ann Arbor – 6th Floor City Hall
100 N. Fifth Avenue, P.O. Box 8647
Ann Arbor, MI 48107-8647



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 Phone: (734) 994-2674
 Fax: (734) 994-8460

Date Received: _____

NOTE: Written notice must be provided to the business directly adjacent to the sidewalk area to be occupied. Liability insurance is also required.

APPLICATION FOR PERMIT FOR SIDEWALK OCCUPANCY

1. Name of Individual/Business: _____
2. Individual/Business Address: _____ State: _____ Zip: _____
3. Name of Applicant: _____
 Address of Applicant: _____ State: _____ Zip: _____
 Phone No(s): _____ Fax No: _____
 Email: _____ Liquor Lic. # (if applicable): _____
4. Address of Sidewalk Occupancy: _____
5. Purpose of Sidewalk Occupancy: _____

6. Dates of Occupancy: _____
7. Area of Occupancy (Square Feet): _____

Applicant's Signature _____

Date _____

OFFICE USE ONLY

Sidewalk Use Fee	_____
Total	_____
Date Paid	_____

Insurance Certificate on File: Yes <input type="checkbox"/> No <input type="checkbox"/>
Insurance Expiration Date: _____
Adjacent Property Owner Permission Slip Attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
Approval From Like Businesses: Yes <input type="checkbox"/> No <input type="checkbox"/>
Outdoor Liquor Service: Yes <input type="checkbox"/> No <input type="checkbox"/>
Permit No. _____

City Authorization Signature _____

Date _____



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NOTICE OF INTENT TO OCCUPY SIDEWALK

I, _____ hereby notify _____
(Applicant) (Business Name/Occupant)

of my intent to occupy sidewalk in front of _____
(Address)

for the purpose of selling _____
(Items)

My stand/table/cart will occupy _____ square feet of space. I anticipate occupying the area starting on _____ and ending _____.
(Beginning date) (Ending Date)

Pursuant to Section 4:14(1, L) this permit cannot be issued until the owner(s) or authorized agent(s) of this business/property have been notified of my intention. Objections to the issuance of this permit must be based on terms and conditions set forth in Section 4:14(1) of Chapter 47, Title IV, of the City of Ann Arbor Code. Objections to this request do not suggest the denial of the permit application.

- I have no objections to the occupancy
- I object for the following reasons: _____

Owner/Manager/Agent Signature

Date

If you, the applicant have attempted to serve the owner/agent/business you plan to occupy space in front of to no avail, please send this form certified mail, return receipt and provide the City of Ann Arbor with a copy of the receipt from the US Postal Services of this mailing. This receipt will serve as official notification for the purposes of this application of sidewalk occupancy.

