

CITY OF PORTSMOUTH – SIDEWALK OBSTRUCTION LICENSE APPLICATION

SIDEWALK OBSTRUCTION INSTRUCTIONS

STEP ONE: **READ THIS APPLICATION IN ITS ENTIRETY, COMPLETE AND SUBMIT TO THE CITY CLERK WITH ALL REQUIRED PAPERWORK AND INSURANCE. THE FEE WILL BE COLLECTED UPON APPROVAL.**

STEP TWO: **APPLICANT SUBMITS INSURANCE TO THE CITY CLERK**

- 1) The Licensee agrees to keep on file at all times during the term of this license, a **CURRENT CERTIFICATE OF INSURANCE** in a form suitable to the City Attorney indicating **ONE MILLION (\$1,000,000) DOLLARS GENERAL LIABILITY COVERAGE** and **LISTING THE CITY AS ADDITIONAL INSURED UNDER THE POLICY**. Facsimile copies are not acceptable.
- 2) The licensee agrees to indemnify and hold harmless the City, its officers, City Council Members and employees, from any loss or liability or damage, including expenses and costs, for bodily or personal injury, or for property damage sustained by any person as a result of the installation, use, or maintenance of the public way obstruction within the City.
- 3) All public way obstructions on the streets of the City shall have his/her, or its name, address and telephone number affixed thereto in a place where such information may be easily seen.

STEP THREE: **APPLICANTS FOR TABLES, CHAIRS AND/OR BENCHES**

- 1) The Licensee agrees to place tables and chairs and/or a bench(s) in front of the licensee's place of business and not in front of any other properties.
- 2) The Licensee agrees to place trash and cigarette butt receptacles and daily maintain proper clean up of debris on the sidewalk in their immediate area.
- 3) The Licensee agrees to place signage in accordance with specifications obtained by the Office of the City Manager indicating to patrons the following: "Please Do Not Feed the Pigeons Per Order of the Health Department".

STEP FOUR: **REVIEW AND RECOMMENDATION BY CITY ADMINISTRATION**

Once completed application is reviewed by City Administration, and a recommendation made for approval, a permit shall be issued by the City Clerk in the form of a sticker or decal which must be attached to the obstruction at all times.

In the event that the obstruction is not recommended for approval, the fee will be returned to the applicant.

(Application Attached)

CITY OF PORTSMOUTH – SIDEWALK OBSTRUCTION LICENSE APPLICATION

**TO PLACE TABLES, CHAIRS, BENCHES AND/OR A-FRAME SIGNS
ON A CITY-OWNED SIDEWALK IN PORTSMOUTH**

Please print clearly.

APPLICANT'S NAME _____

BUSINESS NAME _____

ADDRESS _____

TELEPHONE NUMBER _____

Insurance Form Expiration Date: _____ Fee Paid: _____ cash/check

**The fee for the permit is \$75.00* per restaurant table/bench/planter/A-frame sign;
\$10.00* per restaurant chair.**

The fee will be collected upon approval of application.

Diagram must include dimension of the obstruction and of the area from building to curbside and what portion of the area will be for placement of: *(indicate number)*

_____ tables / _____ chairs / _____ benches / _____ A-frame sign

NOTE: If additional space is needed for diagram please attach an 8 ½ X 11 Sheet with drawing.

With the signing of this license, as Licensee, I understand and will adhere to all aspects of this license.

Signature of Applicant _____ Date submitted: _____

(Do not write below this line)

_____ **Recommended** _____ **Not Recommended** Date: _____

REASON: _____

Signature of Zoning Officer

City Manager authorization

***New Fees effective 07/01/2017**