# CITY OF URBANA
# SIDEWALK CAFÉ/CURBANA LICENSE
# APPLICATION

Please fill in all requested information. In addition, attach a scale drawing of the existing sidewalk area extending to the street curb line and adjacent private property detailing the proposed location, size and number of tables and chairs or any items to be part of the cafe. The drawing should detail the location of trees, fire hydrants, utility poles, street light poles, parking meters, bus shelters, trash receptacles and any other sidewalk obstructions or other permanent street fixtures, either existing or proposed, within the pedestrian area. The depiction of buildings should include any doors leading from the eating establishment or abutting buildings. The drawing should clearly detail the number of feet and location of unobstructed space permitting free passage of pedestrian traffic around and through the outdoor cafe. This scale drawing will be incorporated as an attachment to the actual license agreement.

*(PLEASE PRINT OR TYPE WHEN COMPLETING THIS APPLICATION)*

| | | |
|---|---|---|
| **Establishment Name:** | | **Telephone (  )** |
| **Establishment Address:** | | **Urbana, Illinois** 6180__ |
| **Corporate Name:** | | **Telephone (  )** |
| **Corporate Address:** | | |
| **City:** | **State:** | **Zip:** |

| | | |
|---|---|---|
| **Health District Permit #** | | |
| **Hours of Operation:** | **Indoor:** | |
| | **Outdoor:** | |
| **Seating Capacity:** | **Indoor:** | |
| | **Outdoor:** | |
| **Store Manager:** | | **Telephone:** |
| Print Name | | |
| **Signature of Owner or Manager** | | **Application Date** |

| | | |
|---|---|---|
| **FINANCE** | **DEPARTMENT REVIEW** | |
| **Initial Fee:** $ | **Business Number:** | |
| **Next Renewal Date:** | **License Number:** | |
| **Renewal Fee: $** | **Processed By:** | **Date:** |

| | | | |
|---|---|---|---|
| | **PUBLIC WORKS** | **DEPARTMENT** | **REVIEW** |
| | **Received By:** | | **Date:** |
| | **Reviewed By:** | | **Date:** |
| | **Approved By:** | | **Date:** |
| **[ ]** SITE PLAN APPROVED AS SUBMITTED<br>By: Date: | | **[ ]** SITE PLAN RETURNED FOR REVISION<br>Date: | **[ ]** SITE PLAN AMENDED AND APPROVED<br>By: Date: |

$45.00 Initial Fee for BW Liquor License
$29.00 Renewal Fee for BW Liquor License
$45.00 Initial Fee for Sidewalk Café License
$22.50 Renewal Fee for Sidewalk Café
$250.00 Fee for Curbana License

Return the completed application to:
City of Urbana Comptroller
400 S. Vine St.
Urbana, Illinois 61802
217-384-2368

Revised 4/14