

SIDEWALK CAFÉ RENEWAL APPLICATION

Instructions

A “sidewalk café” means any area situated on a public walkway where food, refreshments, and/or beverages are sold by a restaurant, delicatessen, ice cream shop, coffee shop, or any food or beverage vendor (hereinafter “Operating establishment”) for public consumption at tables or counters located on the outside of the operating establishment. Sidewalk café shall operate only as authorized pursuant to this Chapter (Ordinance 5-1995, Article 1162 § 240-11).

Authority

Lancaster City Code. The Code is available online at www.cityoflanasterpa.com. Or a copy will be provided to you upon request. Please take a few minutes and review this to ensure that you are in compliance with the law. If you have any questions on how to obtain a copy of the City Code, please contact the City Clerk at 717-291-4755.

Application for a permit must be made in writing to the City Health Officer using the attached application. The City Health Officer is authorized to issue the permit after receiving all City department clearances, including Public Works.

To be considered complete, all applicants must submit, at the time of filing:

1. An application, available either on the City’s website or the Health Bureau located at City Hall, 120 North Duke Street, Lancaster, PA.
2. A check in the amount of \$25 payable to the City of Lancaster.
3. An insurance certificate listing the City of Lancaster as an additional insured for the sidewalk café area.
4. A notarized Hold Harmless Agreement, executed by applicant.
5. Proof of updated Pennsylvania Liquor Control Board license.

CONTACT

For information related to the licensing, opening and operation of a sidewalk café please contact City of Lancaster Health Bureau Chief Kim Wissler at 717-291-4714 or Kwissler@cityoflanasterpa.gov.

For information on design standards, please contact the City Engineer at 717-291-4764.

For information on building standards, please contacts Building Codes at 717-291-4724.

Enforcement

The provisions of this chapter shall be enforced by the Department of Community Planning and Economic Development, Bureau of Health. A person who continues to violate this chapter after a written request to take corrective action is guilty of a municipal infraction and shall be fined for each violation as established by resolution of the City Council plus costs. In addition, the City Council may revoke or suspend a license issue pursuant to this chapter upon a second or subsequent conviction under this section in any twelve-month period (Ordinance 5-1995, Article 1181 §240-11).

License Renewals

A sidewalk café license may be renewed annually, upon review of the renewal application and complaint history, if any, which shall be provided by the Health Division, the Bureau of Police, the Bureau of Fire and the Department of Public Works. Each agency shall provide the Health Officer copies of any inspection results, complaints filed, or citations issued concerning the sidewalk café or its construction.

HEALTH OFFICE: (717) 291-4824
FAX NUMBER: (717)291-4827
ENGINEERING OFFICE: (717) 291-4764
BUILDING CODES OFFICE: (717)291-4724

SIDEWALK CAFÉ RENEWAL APPLICATION

CITY CODE CHAPTER 240, ARTICLE 1162

\$25 Renewal Application Fee

A sidewalk café shall:

Comply with all plans submitted to and approved by the Health Officer, Building Codes Bureau, and the Public Works Engineering Department.

Serve alcoholic beverages only in conformance with P LCB approval and requirements.

Operate only during the same hours of business as the sponsoring restaurant. All patrons must be vacated from the sidewalk café and all utensils, containers or any other serving materials used in the operation of the café or within the area used by the sidewalk café shall be removed from the sidewalk café area within one (1) hour of closing, provided, however, that any railing, flooring or other support or enclosure used in the assembly, operation or enclosure of the sidewalk café may be allowed to remain on the sidewalk area, only if specifically permitted in the Health Officer's approval of the café plans and does not violate the noise ordinance.

Remove all café structures by November 15th and not install prior to April 1st, in any year for which a license is granted. All tables, chairs and other materials must be removed every day by sundown.

No serving equipment to hold, warm, chill or cool may be kept outside within the sidewalk café area.

Play no music, from whatever source (acoustical, electric, or other) on the premises outdoors, except in conformance within the city noise ordinance.

Monitor trash and debris an area extending fifteen (15) feet in each direction from the outermost portion or boundary of the sidewalk café daily.

Comply with all other provisions of the Codified Ordinances of the City of Lancaster, Lancaster County, Pennsylvania.



120 NORTH DUKE STREET,
P.O. BOX 1599,
LANCASTER PA 17608-1599

DATE: _____

SIDEWALK CAFÉ RENEWAL PERMIT APPLICATION

PLEASE COMPLETE ALL INFORMATION AND SUBMIT TO KIM WISSLER, HEALTH BUREAU CHIEF, AT 120 N. DUKE STREET, P.O. BOX 1599, LANCASTER, PA 17608-1599 OR FAX TO 717-291-4827.

NAME OF FACILITY: _____

ADDRESS OF FACILITY: _____
STREET NUMBER AND NAME CITY

STATE ZIP CODE PHONE NUMBER FAX NUMBER

EMAIL ADDRESS CELL NUMBER/ALTERNATE NUMBER

MAILING ADDRESS (IF OTHER THAN THE ABOVE):

STREET NUMBER AND NAME CITY

STATE ZIP CODE

BUSINESS OWNER, COMPANY OR CORPORATE NAME: _____

STREET NUMBER AND NAME CITY STATE ZIP CODE

OWNER'S HOME ADDRESS AND PHONE NUMBER: _____

PHONE NUMBER

STREET NUMBER AND NAME CITY STATE ZIP CODE

RESPONSIBLE OFFICIAL AT THE FACILITY _____

PLEASE PRINT NAME

HAVE YOU EVER RECEIVED ANY CITATIONS/VIOLATIONS OR COMPLIANTS REGARDING YOUR SIDEWALK CAFÉ? YES NO

IF YES, PLEASE INDICATE BELOW:

Signature, Title

Date



120 NORTH DUKE STREET,
P.O. BOX 1599,
LANCASTER PA 17608-1599

FILL IN AND SIGN THE APPROPRIATE BLOCK

BUSINESS NAME _____

BUSINESS FEDERAL EIN OR OWNER SSN: _____

INDIVIDUAL PERSON

PARTNERSHIP

Signature – General Partner

Signature – General Partner

Signature-General Partner

Legibly Print Name

Legibly Print Name

Legibly Print Name

Date

Date

Date

CORPORATION OR ASSOCIATION/NON-PROFIT ENTITY:

Name of Corporation or Non-Profit Entity

Signature of President or Vice President (circle one)

Date

Legibly Print Name

Signature of Secretary or Treasurer (circle one)

Date

Legibly Print Name

LIMITED LIABILITY COMPANY (LLC):

Name of Corporation

Signature – Member

Date

Legibly Print Name

Signature – Member

Date

Legibly Print Name

Signature – Member

Date

Legibly Print Name



120 NORTH DUKE STREET,
P.O. BOX 1599,
LANCASTER PA 17608-1599

RELEASE FORM SIDEWALK CAFÉ

As property owner of _____ I shall defend, indemnify and hold harmless the City of Lancaster and its agents from and against any and all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings, actions and causes of action arising from the City conducting its business at said property. The obligation exists whether injury or property damage occurring on the premises. The property owner's obligation to defend and indemnify does not extend to the willful misconduct of the City of Lancaster or its agent.

OWNER/MANAGER

DATE

DATE

NOTARY PUBLIC