



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

SIDEWALK CAFÉ 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 Bureau of Health located at City Hall, 120 North Duke Street, Lancaster, PA.
2. Two copies of sidewalk café site drawing/sketches (please see site plan requirements at <https://ecode360.com>, §240).
3. A check in the amount of \$150 (for up to and including 10 seats) or \$200 (11 or more seats) payable to the City of Lancaster.
4. An insurance certificate listing the City of Lancaster as an additional insured for the sidewalk café area.
5. A notarized Hold Harmless Agreement, executed by applicant.
6. Proof of other regulatory body approvals that may be unnecessary such as Pennsylvania Liquor Control Board approval.



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CONTACT

For information related to the licensing, opening and operation of a sidewalk café please contact the City of Lancaster Health Bureau, 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 restroom requirements, please contact 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 permit issues 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 to 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



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SIDEWALK CAFÉ PERMIT APPLICATION

CITY CODE CHAPTER 240, ARTICLE 1162

\$150 Application Fee (\leq 10 seats)
\$200 Application Fee (11 seats or more)

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.



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SIDEWALK CAFÉ PERMIT APPLICATION

City Code Chapter 240, Article 1162

\$150 Application Fee (≤ 10 seats); \$200 Application Fee (11 seats or more)

Establishment: _____

Address: _____

Owner/Applicant: _____

Telephone: _____ Cell: _____

Business Federal Employment Identification Number: _____

Owner's Social Security Number (if reported on your business income on your individual return): _____

Total width of sidewalk (building façade to back of curb at narrowest point): _____

Amount of unobstructed passageway: _____

NOTE: If the sidewalk is less than ten (10) feet wide from the building façade to the back of the curb at the narrowest point, the City Clerk, with the consent of the Department of Public Works, may reduce the unobstructed passageway to no less than five (5) feet in accordance with the requirements of the Americans with Disabilities Act.

Unobstructed passageway reduced to: _____

Consent of Department of Public Works: _____

Café Dimensions: _____ No. of Sidewalk Seats: _____

DAYS OF OPERATION & TIME *(check days which apply & complete time sidewalk café is open)*

Monday Time _____ to _____

Tuesday Time _____ to _____

Wednesday Time _____ to _____

Thursday Time _____ to _____

Friday Time _____ to _____

Saturday Time _____ to _____

Sunday Time _____ to _____

I hereby certify that: (1) I have read and understand the Information Packet, Streetscape Overlay District Furniture guidelines, and Ordinance 5-1995, attached hereto; and (2) the facts and declarations of intent set forth above are true and are intended to be relied upon by the officials of the City of Lancaster.

Print Applicant Full Name

Title

Signature

Date



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Request for Consumption of Alcoholic Beverages on City Property

I hereby certify that the above information is true and correct to the best of my knowledge, information and belief and that I have read and understand the statements made on this application.

Licensee Signature

Date

Licensee Signature

Date

Licensee Signature

Date

For City Use Only

DEPARTMENT	RECOMMENDATION	DATE
Director of Public Works (w/Recommendation of City Engineer)		
Health Officer		
Building Codes		
Zoning Officer (if required)		
Bureau of Police (if required)		
Fire Marshal (if required)		
HARB (if required)		



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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

State of Pennsylvania

County of Lancaster

Signed (or attested) before me on _____ by _____.

DATE

NOTARY PUBLIC

My commission expires: