

Application Submittal Checklist

Each application will need the following detail in order to be considered a complete application and be processed and reviewed:

- 1) A fully completed and signed application. (EACH PAGE MUST BE SIGNED AND DATED)
- 2) If the applicant is not the owner of the building/property, acknowledgment from the building/property owner must be attached as proof they are aware of the application being submitted to the City.
- 3) Nature of business, to include business hours, days and months of operation, the planned capacity of the outdoor dining area, and a lighting and signage plan.
- 4) A scaled site plan for an outdoor dining area, to include the location and boundary of the proposed outdoor dining area; the dimensions of the remaining width of the sidewalk outside the outdoor dining area; the dimension from the outdoor dining area to the curb and all buildings; and the location of awnings, dining appurtenances within the outdoor dining area. The plans shall also indicate: existing property lines; associated buildings and entrances; extent of sidewalk adjacent to businesses, face of curb, location of fire hydrants, bus shelters and/or stops, trees, utility poles, signs, benches, light poles, waste receptacles, driveways, alleys, vaults and any other obstructions within the public right-of-way at the proposed location of the outdoor dining area and for an additional 20 feet there from. Site Plan shall also include dimensions of the proposed outdoor dining area, the number of tables/seats and the distances between them, and the location of all fencing with a description of type and materials.
- 5) Plans for any proposed structures such as raised platforms, enclosures, and/or roofs.
- 6) Photos, attachments, and/or renderings or any other information that will help the City better understand, review and process your application.
- 7) Any other items pertaining to the Street Privilege Permit Process.

Signature _____ Date _____
Signature may be typed if completing electronically

Application

ESTABLISHMENT AND OWNER INFORMATION

Business Owner (LLC, Corp, etc.) _____

Business Name (Tradename) _____

Business Address _____

Phone Number _____ Email _____

Name of Property Owner (if different than above) _____

Phone Number _____ Email _____

Zoning Classification _____

Does this business currently hold a City of La Crosse alcohol license?

YES NO

If YES answered above, will you be requesting an expansion of premises to the current alcohol license?
(Requires provisional approval by the City Clerk and final approval by the Common Council)

YES NO

SITE/PROJECT DESCRIPTION

Please describe the proposed outdoor dining area details below.

Describe area of outdoor dining (street, sidewalk, adjacent greenspace or off-street parking area, etc.):

Number of tables in proposed outdoor dining area: _____

Number of seats in proposed outdoor dining area: _____

Existing indoor seating capacity: _____

Number of bathrooms: _____

Number of onsite, off-street parking spaces for your business currently: _____

PERMIT FEES, if applicable

Street Privilege Permit for outdoor dining areas in right-of-way (additional application required)
\$100.00 original and \$50.00 annual renewal

Expansion of Alcohol License for outdoor dining area (additional application required)
\$150.00 annual

APPLICANT SIGNATURE

I hereby make an application for an Outdoor Dining Area as detailed above. I agree to abide by the requirements of all City ordinances and State laws. I understand that the approval of a La Crosse Outdoor Dining Area is approved by the Board of Public Works and that the permit can be revoked pursuant to Municipal Code. I agree to apply for any and all building permits that may be needed.

Signature _____ Date _____

Signature may be typed if completing electronically