



ZONING & LAND USE APPLICATION

OUTDOOR SEATING

PROPERTY INFORMATION	
Property Address	
Parcel ID Number	

APPLICANT INFORMATION	
Name	
Business Name	
Address	
Phone	
Email	

OWNER INFORMATION	
Name	
Address	
Phone	
Email	

OUTDOOR SEATING PLAN						
Food & Beverage Service		Food / No Alcohol		Food / With Alcohol		Alcohol Only
Description		Tables		Chairs		Umbrellas
		Trash & Recycle		Fencing Type:		
Building Dimensions	ft	ft	Building Front Feet	lineal ft		
Seating Area Dimensions	ft	ft	Seating Area Sq Feet	sf		
Pedestrian Space	ft	<i>Must maintain 5 foot pedestrian aisle outside seating area.</i>				
Total Occupancy						
Operation Hours						

ACKNOWLEDGEMENT

APPLICANT STATEMENT

This application should be processed in my name, and I am the party whom the City of Rogers should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

Applicant Signature

Date

OWNER STATEMENT

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the City of Rogers by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

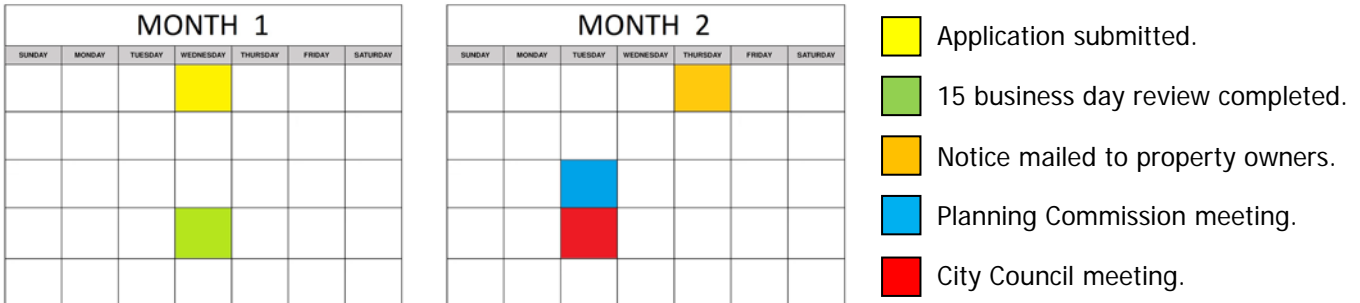
Applicant Signature

Date

SUBMITTAL REQUIREMENTS	
Application	Completed Site Plan and Outdoor Seating applications.
Application Fee(s)	Non-refundable application fee and escrow to cover expenses related to the review.
Site Plan	The Site Plan must be drawn to scale and with a straight edge. Plan features must depict the following: north arrow; location of outdoor seating to business frontage; dimensions of business frontage; dimensions outdoor seating area; type and location of fencing; site furnishings showing location and number of tables and chairs, umbrellas, etc.; location of waste receptacles; pedestrian spaces; existing improvements, such as hydrants, bus shelters, trees and tree grates, street lights, etc.; and a legend describing site features.
Fencing	A photograph or rendering sketch of a cross-section of the fence area showing height and width of the fence and other features of the fence, such as planting features, etc.
Signage Plan	A scaled drawing of all signs to be included, and specific to the outdoor seating area. Signs must conform to City sign standards. <i>Only if applicable to request.</i>
Renderings	Architectural elevations from differing points of view and color renderings of the outdoor seating area.
Other Items	City staff reserve the right to require additional items be submitted for a full review of the application if deemed necessary to consider the request.
Submittal Format	(1) Hardcopy Plans – 11" x 17" Electronic Application & Plans

All documents are public information and may be used in written reports and distributed to the public.

PROCESS



NOTICE TO APPLICANT

All applications are reviewed individually and are evaluated based on their own merit(s). Site Plans are generally approved subject to several conditions, which must be satisfied before permits are issued. Applicants are encouraged to meet with City staff prior to formally submitting their application to discuss the request and concept ideas for outdoor seating.

Site Plans are subject to review by the Planning Commission and City Council. The City has 15 business days from the date of submittal to determine whether the application is complete. If complete, the City has 60 days up to 120 days to approve or deny the request. If not complete, the applicant may be required to submit additional information to include with the application. The City reserves the right to reject incomplete applications.

All expenses pertaining to application reviews are the responsibility of the applicant. Application fees help cover the costs incurred by the City to review, which may include, but is not limited to: City staff and consultant time, legal review, notice publication and mailing, etc. Unspent escrow fees paid at the time of application are returned six (6) months after City Council action. The City may require additional escrow to be paid to cover any expense(s) in excess of escrow fees paid at the time of application.



GUIDELINES

OUTDOOR SEATING

OUTDOOR SEATING CONDITIONS	
Use	Food and beverage service only. No alcohol may be served and/or consumed without proper licensing. Alcoholic beverages must remain inside the seating area.
Cleanliness	Seating area must be kept clean. Trash receptacles must be emptied nightly.
Setbacks	Outdoor seating area must be contiguous to building and may not encroach into the parking lot or sidewalk area. Area must also conform to property setbacks.

OUTDOOR SEATING CONCEPT

