



CITY OF HIGHWOOD
17 HIGHWOOD AVE - HIGHWOOD, IL 60040
Phone 847.432.1924 / Fax 847.432.0735
- www.cityofhighwood.org-

APPLICATION FOR A CURBSIDE CAFÉ LICENSE & PERMIT

Application must be filled out completely.

DO NOT FAX OR EMAIL APPLICATION.

Today's Date _____

Project Information

Property Address _____

Name of Property Owner _____

Address of Property Owner _____

Phone Number _____ Email: _____

Name of Business Owner _____

Name of Business Operator/Contact _____

Phone Number _____ Email: _____

Contractor Information

Name of Contractor _____

Address of Contractor _____

Phone Number _____

Does the proposed license holder currently have a restaurant license? Yes No

Does the proposed license holder currently have a liquor license? Yes No

APPLICANT MUST ATTACH PLANS CERTIFIED BY A LICENSED ILLINOIS ARCHITECT SHOWING THE PROPOSED STRUCTURE, INCLUDING A DIAGRAM OF THE SIZE AND TABLE LAYOUT. THE CURBSIDE CAFÉ MUST BE WITHIN THE FOOTPRINT OF THE BUILDING FAÇADE AND MAY NOT INCLUDE PARTIAL PARKING SPACES.

Description of change to existing valet plan, if it will be modified by the curbside café:

Description of how stormwater obstructions will be addressed:



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NOTE: By applying, the applicant agrees to comply with the terms on the Curbside Café ordinance passed on May 10, 2016. This ordinance may be amended by the City of Highwood. The applicant understands that the Curbside Café pilot program only runs through May 31, 2018 and may not be extended. The pilot program is limited to three licenses. The application must be reviewed and approved by the City Manager and Police Chief. Other conditions apply; please see the ordinance.

INSURANCE: Each applicant shall furnish proof of insurance evidencing commercial general liability insurance with limits of not less than \$1,000,000.00 per occurrence, \$2,000,000.00 in the aggregate combined single limit, for bodily injury, personal injury and property damage liability. The insurance shall provide for 30 days prior written notice to be given to the City Manager if coverage is substantially changed, canceled or non-renewed. The City shall be named as an additional insured on a primary, noncontributory basis for any liability arising directly or indirectly from the operations of a curbside café; and the permittee shall indemnify, defend and hold the City, its elected officials, employees and agents harmless from any loss that results directly or indirectly from the permit issuance. If alcoholic beverages will be served at the curbside café, the applicant shall provide proof of liquor liability (dramshop) insurance for the curbside café as required by Section 4-1-6(C) of this code. Each permittee shall maintain the insurance coverage required under this section for the duration of the permit. The proof of insurance shall be presented to the City Manager prior to the issuance of a permit. Failure of the permittee to maintain the insurance shall result in the revocation of the curbside café permit.

CONDITIONS: This permit authorizes only work for which a FEE has been noted and paid. The contractor shall construct work in accordance with the description set forth in the application, plans and specifications and no error or omission in said application, plans, and specifications, as filed whether approved or not shall relieve the permittee from conforming with the Building Code of Highwood, Illinois and all other pertinent ordinances in the installation, alteration, or repair work of any such work. The curbside café must be removed no later than one week following the valid operational property timeframe on September 30th of each year.

NOTICE OF UNDERGROUND PUBLIC UTILITY FACILITIES: Before excavating, grading or ANY other work below the surface of the ground, the undersigned is responsible to notify the following utilities, securing location of and protection for all underground public utility facilities.

FEES: The annual fee for a curbside café license is \$500.

CAUTION		
BEFORE DIGGING PLEASE CALL		
J.U.L.I.E	(800) 892-0123	
	_____ Property Owner Signature	_____ Building Inspector