



OUTDOOR PATIO SPACE LICENSE APPLICATION

BSA # _____

License # _____

DATE _____

SUBMIT TO: CITY CLERK
CITY OF STERLING HEIGHTS
40555 UTICA ROAD
P.O. BOX 8009
STERLING HEIGHTS, MI 48311-8009

- ☐ **NEW – \$530.00**
☐ **RENEWAL with MODIFICATIONS – \$530.00**
☐ **RENEWAL without MODIFICATIONS – \$265.00**

The undersigned hereby applies to the City of Sterling Heights for a license to utilize an outdoor patio space. In support of this application, the following representations are made:

1. Name of Applicant: _____
Provide full name

☐ Corporation ☐ Partnership ☐ Proprietorship ☐ Limited Liability Co.
2. Name of Business: _____
Must provide a copy of current business registration.
3. Business Address: _____
Phone Number: _____ Email: _____
Website: _____
4. Property Owner: _____
If not owned by business owner – must supply evidence of the signed lease for the business premises and written consent of the owner to utilize an outdoor patio space on the premises.
5. Attach a copy of a **detailed layout plan**, including:
 - ☐ Overall design and placement on a scaled site plan;
 - ☐ Location of all seats, tables, serving areas, exits, trash receptacles, and any other temporary fixtures;
 - ☐ Lighting (other than decorative lighting);
 - ☐ Speakers, amplifiers, televisions, display screens, stages or performance areas, and similar installations designed to facilitate entertainment;
 - ☐ Design of any walls, railings, planters, and other screening and boundary elements; and
 - ☐ If outdoor heating elements are proposed (permanent or temporary), the location and design of such elements, which shall be required to meet all applicable codes prior to installation.
6. If this is a RENEWAL, are there any proposed changes/modifications? YES NO N/A
If YES, explain the proposed changes/modifications: _____

7. List of all managers and those principally in charge of business operations:
Name: _____ Email: _____
Address: _____ Phone: _____
Name: _____ Email: _____
Address: _____ Phone: _____
Attach additional pages as necessary. Must be updated immediately if this information changes.
8. Detailed summary of the nature and type of service to be offered/permitted in the outdoor patio space:
☐ Food Allowed ☐ Beverages Allowed ☐ Music/Amplified Sound ☐ Waitstaff Service ☐ Tables/Seating
Other Activities/Operations: _____
9. Days and hours of operation of the outdoor patio space:
Days: _____
Hours: _____
10. I hereby release and authorize the City, through its agents and employees, to seek information and conduct an investigation into the truth of the statements set forth on this application and the qualification of the applicant for an outdoor patio space license: _____ *initials*
11. List all business establishments with an outdoor patio space that have been owned and/or operated by the applicant, in whole or in part, within the last ten (10) years (use additional pages if necessary):

12. Additional documents to submit with this application:
☐ **A fully executed maintenance agreement** acceptable to the City Attorney, assuring the upkeep and maintenance of, and the prevention of nuisances created by operation of, the outdoor patio space. The agreement shall remain in effect for as long as the outdoor patio space is operated and properly licensed, and shall include the applicant's agreement to cease operating the outdoor patio space until the operation is in full compliance with the requirements of the maintenance agreement. Any modifications to the outdoor patio space may require an amended maintenance agreement.
☐ **A public liability and property damage insurance policy** insuring the establishment and its personnel against any liability arising out of its utilization of an outdoor patio space on the premises. The City, including its employees, agents, officials, officers, and volunteers, shall be named as an additional insured. No person or entity shall maintain, utilize, or allow to be utilized any outdoor patio space unless the insurance required by this section is in force at the time of such operation.
☐ **A fully executed indemnity agreement**, approved by the City Attorney, whereby the applicant and property owner agree to indemnify and hold harmless the City and its officers, agents, and employees from any claim arising or resulting in any manner from the operation of the outdoor patio space.

NOTICE – The City reserves the right to request additional information as deemed necessary.

CERTIFICATION

I hereby declare and certify, under oath or affirmation and under penalty of perjury, that the foregoing APPLICATION is true and correct to the best of my knowledge and belief.

I understand that inaccuracies may result in denial of the application.

I UNDERSTAND THAT OMISSIONS WILL BE CONSTRUED AS AN INTENTIONAL FAILURE TO DISCLOSE A MATERIAL FACT AND WILL BE SUFFICIENT GROUNDS FOR DENIAL.

I understand that a renewal application must be submitted prior to January 31 every year in order to operate the outdoor patio space after January 31.

I have reviewed the City's Code of Ordinances and I understand all of the obligations and responsibilities that apply to the operation of an outdoor patio space in the City of Sterling Heights.

By: _____

Signature *Title*

Type or Print Name

STATE OF MICHIGAN

SS

COUNTY OF _____

On this _____ day of _____, _____, before me, a Notary Public in and for the County of _____, personally appeared _____ known to me to be the said person named in and who executed the foregoing application and made oath that the statements and representations set forth herein are true to the best of his/her knowledge and belief.

Notary Public Signature _____

Notary Printed Name _____

Acting in _____ County

My Commission Expires: _____

Checklist for Outdoor Patio Space License

Business Name _____

Address _____

LICENSE FEE:

Paid Date: _____

New \$530 _____ Renewal w/modifications \$530 _____ Renewal w/o modifications \$265 _____

(CITY CLERK'S OFFICE USE ONLY)

Copies to the following departments for review, investigation, and recommendation:

Police Department Approved _____ Denied _____

Fire Department Approved _____ Denied _____

Building/Code Enforcement Approved _____ Denied _____

Planning/Zoning Approved _____ Denied _____

Site plan # _____ Date approved _____

City Development Approved _____ Denied _____

Copy to City Manager for review

Upon receipt of favorable recommendation from each of the investigation officials listed:

Outdoor Patio Space License Number _____ Date _____

LICENSE EXPIRES ANNUALLY ON JANUARY 31

Approved by: _____

City Clerk

Forward a copy of issued license to the following:

- ☐ Chief of Police
- ☐ Building Official
- ☐ Fire Marshal
- ☐ City Planner
- ☐ City Development Director
- ☐ City Manager