

CITY OF PERRYSBURG USE OF CITY PROPERTY/RIGHT-OF-WAY

201 W. Indiana Avenue | Perrysburg, OH 43551 | Office 419 872 8010 | www.ci.perrysburg.oh.us

Please check what type of permit you are applying for:

Sidewalk Display Permit Block Party Permit Parade/Assemblage Permit Special Park Use Permit

**Sidewalk Display & Block Party Permits must be submitted not less than ten (10) days prior to event.
Parade/Assemblage Permits & Special Park Use Permits must be submitted not less than (45) days prior to event.**

Name of Event _____

Name of Sponsoring Group/Organization _____

Contact Person _____ Best Phone Number _____

Address, City, State, Zip _____

Email _____

Date of Event _____ Start Time _____ End Time _____

Park Location (if applicable) _____

Starting Location of Event (if applicable) _____

Ending Location of Event (if applicable) _____

Attach a Map of the Event Location or Parade Route (highlighted). **Only applies to Parade/Assemblage Permit and Sidewalk Display Permit.**

Estimated Number of Participants _____ Does event involve the closing of any streets? _____ If so, what streets? _____

Does event (**Parade/Assemblage Permit Only**) request either of the following? Barricades Gazebo

Will either of these be part of the event? Music Alcohol Sales
(Alcohol sales only apply to Parade/Assemblage Permit)

Any additional information that helps describe the event: _____

USE OF CITY PROPERTY

- The proposed event or use of the park (if applicable) will not unreasonably interfere with or detract from the general public enjoyment of the park.
- The proposed event or use of the park (if applicable) will not unreasonably interfere with or detract from the promotion of public health, welfare, safety, and recreation.
- The proposed event or use is not reasonably anticipated to incite violence, crime, or disorderly conduct.
- The organization shall pay for all City services needed to conduct this event (if applicable, the list will be attached to this permit once approved).
- Any music or entertainment shall cease 15 minutes prior to the end of the event.
- The event location has not been reserved for other use on the day and hour requested in this application.

- The applicant acknowledges this permit may be revoked by the City Administrator at any time.

The following certifications only apply to the Parade/Assemblage permit (as well as the above certifications):

- The applicant shall obtain and follow all the laws and rules for a temporary liquor license as dictated by the Ohio Department of Commerce Division of Liquor Control. The F2 or F6 Ohio Department of Commerce Division of Liquor Control permit is attached (if applicable).
- Any and all alcohol sales shall cease 15 minutes prior to the end of the event (if applicable).

ALL PERMITS MUST PROVIDE PROOF OF INSURANCE WITH A MINIMUM OF \$1,000,000 EACH OCCURRENCE, \$2,000,000 GENERAL AGGREGATE LIABILITY COVERAGE – CERTIFICATE OF LIABILITY INSURANCE MUST BE ATTACHED WITH THE CITY OF PERRYSBURG LISTED AS ADDITIONAL INSURED AND ADDITIONAL INTEREST.

The Sponsoring Group/Organization for itself and its successors and assignees, agrees to defend, indemnify and hold harmless the City of Perrysburg from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the City of Perrysburg by reason of any damage to property, illness, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, illness, injury, or death, arises out of this activity. The Sponsoring Group/Organization also hereby agrees that all activities of this event will be in full compliance with the Ordinances of the City of Perrysburg (Chapter 412 in particular) and the Laws of the State of Ohio and that all statements made herein are true and correct.

The applicant understands that nothing is to be placed in front of an adjoining property/business (please initial): _____

Signature of person in charge of event or sponsor's authorized representative _____

Date _____

Submission Information for Sidewalk Display, Block Party, and Parade/Assemblage Permits:

Email: publicservice@ci.perrysburg.oh.us

Fax: (419) 872-8019

Mail or drop off: City of Perrysburg, City Administrator, 201 W. Indiana Avenue, Perrysburg, OH 43551

Submission Information for Special Use Park Permit:

Email: publicservice@ci.perrysburg.oh.us

Fax: (419) 872-8024

Mail or drop off: City of Perrysburg, Department of Public Service, 11980 Roachton Road, Perrysburg, OH 43551

For Office Use Only

After review of this application, we recommend that this permit be:

_____ Approved	_____ Denied	_____ Chief of Police Signature	_____ Date
_____ Approved	_____ Denied	_____ Director of Public Service Signature	_____ Date
_____ Approved	_____ Denied	_____ Safety Director Signature	_____ Date

For Office Use Only

Copies distributed internally and mailed/e-mailed to applicant on: _____

Administration Applicant Department of Public Service Fire Division Police Division

RECORDS RETENTION: AFTER EVENT IS OVER, KEEP UNTIL NO LONGER OF ADMINISTRATIVE VALUE.

CITY OF PERRYSBURG
SIDEWALK DISPLAY PERMIT
GUIDELINES

Effective February 12, 2007

1. Sidewalk Display Permits will be issued in accordance with City Ordinance 660.10(c). Outdoor cafes are regulated pursuant to City Ordinance 1235.04(mm).
2. Applications for Permits will be accepted on the first working day following January 1 until February 28 for that calendar year for applicants who wish to utilize the public sidewalk in front of their business. In the case of conflicting applications for specific sidewalk locations, the City will issue Permits based on the public interest, determined at the sole discretion of the City. On March 1, sidewalk locations will be available on a first-come, first-served basis.
3. All Permits expire on December 31 of the year issued unless an earlier date is specified.
4. A copy of the application form must be received at the City Administrator's Office, 201 West Indiana Avenue before the issuance of a Permit will be considered. The Applicant's section of the form must be fully completed including a drawing showing the location on the sidewalk where items will be displayed or sold and the form must include an original signature of the Applicant.
5. Permits are not in effect until the City receives a Certificate of Insurance naming the City of Perrysburg as an additional insured on the applicant's liability insurance policy with a minimum liability insurance coverage of \$1,000,000.00 (one million). Any lapse in insurance coverage automatically voids a Permit.
6. The City reserves the right to prohibit the placement, display or sale of items that are a hazard to the public, determined at the sole discretion of the City.
7. A clear, unobstructed 5 foot path on the sidewalk parallel to the street and to all adjoining property access points must be maintained by the Applicant at all times.
8. There is currently no fee for a Sidewalk Display Permit.
9. Permits are not transferable.
10. Additional guidelines for outdoor seating for food service (Depending on the nature of the proposed operation, a lease with the City may be required):
 - No alcohol service without Ohio Department of Liquor Control authorization.
 - No plastic tables or seating on sidewalk.
 - No logos, lettering or advertising on umbrellas.
 - Thursdays – Farmer's Market permit issued to Convention and Visitors Bureau.
 - Proprietor required to keep site free of refuse and litter.
 - Seating must be available to the general public.
11. Permit holder will move outdoor seating to the immediate front of their business, leaving a 5 foot path for pedestrian use during hours of operation of the Farmer's Market unless other arrangements are specifically made with the Convention and Visitors Bureau.

See page two for requirement for sidewalk café.

PERRYSBURG MUNICIPAL CODE SECTION 1235.04 (mm)

mm. Restaurant: Outdoor Café:

- 1.) An outdoor café may be set up and used from March 15 through October 31. The permitted hours of operation are from 7:00 a.m. to 12 midnight unless longer hours are specifically approved by the City. Noise radiating from an outdoor café which exceeds fifty (50) DBA between 8:00 p.m. and 12 midnight, or other approved hours, or fifty-five (55) DBA between 7:00 a.m. and 8:00 p.m., shall constitute prima facie evidence that such noise unreasonably disturbs the comfort, quiet and repose of persons in the area. The “DBA” represents the sound pressure level in decibel measured on the “A” scale of a standard sound level meter. Noise level measurements shall be taken at the zoning district boundary of any residential zoning district and any planned development as may be appropriate. In all other districts, noise level measurements shall be taken at the property line of an affected property. The City Council may, by resolution, extend the dates of operation or the hours of operation for a stipulated number of days, not to exceed a total of thirty (30) days per calendar year.
- 2.) A site drawing the detailed plan of the outdoor café shall be submitted to and approved by the City. The detailed plan is to include: the design, relevant details and location of all temporary structures such as awnings, planters, landscaping, railing, tables, chairs and other equipment, as well as lighting and electrical outlet locations. For cafés on public property, the plan shall also show existing sidewalks, buildings, curbs, existing improvements, i.e., lamp posts, street trees, benches, mailboxes, etc. A minimum of sixty (60) inches shall be maintained as an unobstructed clear area for pedestrian use.
- 3.) Plans for setting up the outdoor café must be approved by the City to provide for the free passage of pedestrians along the sidewalks, to provide for traffic and pedestrian safety and for fire safety issues. If alcohol is served, entrance to the outdoor café is required from inside the building. An outdoor café which is adjacent to residential properties or shares an alley with residential properties shall be screened with a solid wall a minimum of six (6) feet high.
- 4.) The outdoor café must be part of a licensed restaurant and meet all of the health requirements of the City and any other County or State requirements.
- 5.) For outdoor cafés on public property, liability insurance and property damage coverage naming the City as an insured party in an amount approved by the City, must be provided before setting up an outdoor café.
- 6.) No signs or any other forms of advertising are permitted in the outdoor dining area with the exception of an identification or menu sign. The name of the establishment may appear on the valance of an umbrella or awning.
- 7.) Furnishings of an outdoor café shall consist solely of readily removable awnings, covers, canopies, railings, tables, chairs, planters containing plants and accessories. Furnishings may not be attached, even in a temporary manner, to the sidewalk or other public property except that canopies and railings, if specifically approved by the City, may be secured by means of flush-mounted anchors or other method.