



Date _____
Tracking Number _____

# SIDEWALK USE PERMIT APPLICATION

# SUPPLEMENT H

Sections 146-531 through 146-575 of the City Code establish a permitting process for operation of sidewalk cafes, or placement of A-frame signs, display devices, or electric vehicle chargers on the City right-of-way.

Property Address \_\_\_\_\_ Apt./Ste. Number \_\_\_\_\_

Business Name \_\_\_\_\_

Use of Property \_\_\_\_\_ Occupational License Number \_\_\_\_\_

Type(s) of use proposed:      Sidewalk Cafe                      A-Frame Sign                      Display Device                      EV Charger\*  
 CHECK ALL THAT APPLY

\*NOTE: Electric vehicle chargers may only be approved for residential uses, and require submittal of an "Electric Vehicle Charging Station" application in addition to this form.

## APPLICANT INFORMATION

Business or Individual Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## PROPERTY OWNER INFORMATION SAME AS APPLICANT

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## CONTACT PERSON

This can be an individual or the business itself, but this number must be answered as the first point of contact in regards to issues that may arise about the operation of the proposed use of the right of way.

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

## OPERATING HOURS

Sidewalk Use hours of operation are limited to 8:00am to 10:00pm. (In the CBD, the end time is 12:00am). Please describe your proposed sidewalk use operating hours below.

## REQUIRED ATTACHMENTS

1. A plan shall be submitted on 8 1/2" X 11" paper or in digital format. This plan does not need to be to scale, but shall show exact length and width dimensions of entire sidewalk abutting the subject property. This plan shall include an outline of the area to be occupied by the sidewalk café, a-frame sign, display, or EV charger as well as all existing encumbrances with measurements on the public way including, but not limited to, parking meters, fire hydrants, bike racks, light poles, and trees. A written narrative may accompany the plan.
2. Insurance:
  - Sidewalk Cafés, A-frame signs, and display devices: Proof of commercial general liability insurance with limits of not less than \$500,000 per occurrence/\$1,000,000 aggregate combined single limit for bodily injury, personal injury, and property damage liability. The insurance shall name the City of New Orleans as an additional insured, and shall provide for 30-days prior written notice to the department of safety and permits if coverage is substantially changed, cancelled, or not renewed. For insurance purposes, the City of New Orleans' address is 1300 Perdido St., New Orleans, LA 70112.
  - Electric Vehicle Chargers: The City of New Orleans shall be named as an additional insured on any homeowners or other property liability policy which may be in effect and the applicant shall indemnify and hold harmless the City of New Orleans for any injury or damage resulting from the installation, operation, and/or maintenance of the electric vehicle charger.
3. Copy of the applicant's current occupational license as well as current copies of any Mayoralty Permits and Alcoholic Beverage Outlet Licenses, if applicable.
4. Pictures, catalog sheets, or drawings of all elements (chairs, tables, umbrellas, awnings, planters, etc.) of the sidewalk café. (Note: These elements must be substantial and harmonious.)



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## REQUIRED FEES

### Non-Refundable Application Fee:

- Sidewalk Café, A-frame sign, display device, or other approved sidewalk use: \$50
- EV Chargers: \$100

**Sidewalk Café** (In the area bounded by the Mississippi River, Poland Avenue, St. Claude Avenue, McShane Place, N. Rampart Street, Canal Street, S. Claiborne Avenue, Pontchartrain Expressway, St. Charles Avenue, Broadway Street, Maple Street, S. Carrollton Avenue, Oak Street, to the Mississippi River, inclusive of both sides of bounding streets)

- \$350/table (up to 4 seats), \$100/seat for tables of 5 or more.

**Sidewalk café** (all other areas)

- \$200/table (up to 4 seats), \$75/seat for tables of 5 or more.

**A-Frame Sign, display device, or other approved sidewalk use:** \$200 per device.

**EV Chargers:** \$300

## EXAMPLES OF EXISTING ENCUMBRANCES TO INCLUDE ON PLAN

### VISIBLE ITEM

Street lights, utility poles, and parking meters

Traffic signs, bus zones, taxi stands, bus shelters, etc.

Trees & approximate width, including tree grates

Hydrants and fire department connections, (inc. Hose bibbs)

Fire escapes: normal and in-use positions

Water fountains

Any other landscape elements

Catch Basins

Bollard for sidewalk and windows

Doors, windows, handicapped ramps, etc.

Handholes, manholes, clean outs

Transformer vault gratings, sidewalk elevator, etc.

Pedestrian paths (unobstructed width of sidewalk)

Sidewalk intersections

Property ingress or egress, including curb cuts

Newspaper racks or stands

## PLANS WILL BE REVIEWED FOR THE FOLLOWING

- Proper licensure of location
- Minimum sidewalk width of 8 ft
- Minimum 4 ft wide unobstructed pedestrian path provided at all times (If sidewalk width is greater than 10ft, 6ft path required)
- Minimum 5 ft unobstructed clearance between fire escapes/exits and all elements of the sidewalk use
- Minimum 5 ft of unobstructed clearance between seating and any building edge located on a corner
- Minimum 10 ft of unobstructed clearance between Fire Department sprinklers/standpipes and any element of the sidewalk use
- Minimum 15 ft provided between fire hydrants and any element of the sidewalk use
- Minimum 20 ft of unobstructed clearance be provided between all public transit poles or CPNC Stand (e.g. Taxi Stands, bus stops, limo zones, etc.) and any element of the sidewalk use
- All awnings, umbrellas, and other elements made of fire retardant material

## HOLD HARMLESS AGREEMENT

For the temporary use of the portions of the sidewalk specified in this application and its attachments.

We, the undersigned agree to save and hold harmless the City of New Orleans from all cost and damage to any persons and property which is caused by any activity, condition, or event arising out of the temporary use of the portions of the sidewalk specified in this application and its attachments

We also agree to comply with the provisions set forth in the permit issued as a result of this application and all related permits.

We are also aware that the typical insurance policy may not provide us with coverage for accidents that may occur off our private property and in the public right-of-way.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

## ACKNOWLEDGEMENTS

I certify that the above information is true and correct to the best of my knowledge. I understand that the City of New Orleans is authorized to suspend or revoke a permit or license issued under the provisions of its Municipal Code wherever a permit or license is issued in error or on the basis of incorrect, inaccurate or any false statement or misrepresentation, or in violation of any ordinance or regulation or any of the provisions of the City of New Orleans Municipal Code, the Comprehensive Zoning Ordinance, the International Construction Code or International Fire Code as adopted by the City of New Orleans. Fines and penalties for misrepresentation of material facts will be assessed in accordance with City of New Orleans ordinances and State of Louisiana Revised Statutes.

I acknowledge that I have read and the relevant Municipal Code Sections 146-531 through 146-575 available at [http://www.municode.com/Library/LA/New\\_Orleans](http://www.municode.com/Library/LA/New_Orleans) for the creation for sidewalk uses and agree to abide by all requirements.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_