SIDEWALK CAFÉ INSTRUCTION SHEET

Sidewalk cafés can enhance the use of public space and complement existing restaurants, as well as to promote overall social and economic activity in the City’s villages and other commercial areas. Please read this instruction sheet carefully before filling out an application.

Complete all of the identifying information for your restaurant.

List the number of indoor seats that you are approved to have.

List the number of outdoor seats you propose to have.

Circle yes or no for umbrellas, awnings, barriers to be placed (e.g., ropes, planters, etc.), whether you wish to serve alcohol in the outdoor seating (only applicable for facilities with an alcohol license), and if you are proposing to serve alcohol whether or not you have applied for an extension of the premises with the Board of License Commissioners.

Complete the section describing your plans for use of outdoor seating including proposed business hours, how the outdoor seats will be separated from the public walkway, description of the outdoor furniture including materials and color, and description of any proposed new construction of the building façade or adjacent sidewalk to accommodate the sidewalk café (a separate sheet may be submitted if more space is needed for the description).

Sign and date the application.

Print name and title below the signature.

Accompanying the application must be a drawing or plan for the arrangement of the outdoor seating. This can be on an 8 ½” by 11” sheet. It is important to provide a layout of the furniture, umbrellas and any barriers to be placed such as planters or ropes. It is also essential to mark existing permanent or temporary sidewalk features including signs, trees, parking meters, utility poles, bike racks, trash cans or flower beds that occupy space between the curb line and your facility. NB: The ordinance requires a minimum of four feet of UNOBRstructed passageway between your outdoor café and the curb line.

You also must provide proof of general liability insurance with limits of at least $500,000 for the term of the sidewalk café permit naming the City as additional insured.
To submit your permit application, drawing and payment:
In Person, please deliver to the Newton Health and Human Services Department, Newton City Hall, 1000 Commonwealth Avenue, Newton, MA 02459.

Via mail, Newton Health and Human Services Department, Newton City Hall, 1000 Commonwealth Avenue, Newton, MA 02459. Attn: Sidewalk Permitting

PERMIT DETERMINATION, TRANSFERABILITY AND ENFORCEMENT. The Commissioner of Health and Human Services will review the application for completeness and consult with the Police, Fire, Public Works, Inspectional Services and Planning Department prior to approving or denying a request. Each department may recommend conditions or terms for approval to protect the health, safety and welfare of the public, or to prevent disturbance or nuisance. Sidewalk café permits may be transferred only to the successor in interest to any licenses or permits issued to the permittee, provided that the transferee has provided evidence to the Commissioner of Health and Human Services that the café application requirements are met. Violations will be actively enforced with a fine of $100.00 a day and may be revoked for failure to comply with the conditions of approved permit.