

**VILLAGE OF NORTHBROOK**  
**2019 OUTDOOR SEATING AREA LICENSE – INITIAL APPLICATION**

**RESTAURANT INFORMATION**  
 (please print or type)

Restaurant Name: \_\_\_\_\_

Address of Restaurant: \_\_\_\_\_ Suite: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**APPLICANT INFORMATION**  
 (please print or type)

Legal Name of Entity Owning Restaurant: \_\_\_\_\_

Restaurant Owner/Manager Name (Applicant): \_\_\_\_\_

Owner/Manager Address: \_\_\_\_\_ Suite: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Owner/Manager Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Owner/Manager E-mail Address: \_\_\_\_\_

**PROPERTY OWNER INFORMATION** See Reverse Side  
 (please print or type)

Property Owner Name: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_ Suite: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Property Owner Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Property Owner E-mail Address: \_\_\_\_\_

LOCATION OF OUTDOOR SEATING AREA (Check one)	NUMBER OF SEATS
<input type="checkbox"/> Private Property <input type="checkbox"/> Public Way (right-of-way, Village-owned property) <input type="checkbox"/> Both	_____ Inside the Food Service Establishment _____ Within the Outdoor Seating Area

\_\_\_ Yes \_\_\_ **Not Applicable.** If the outdoor seating area will be located in the public way (e.g. a public sidewalk or Village-owned property,) did you include a copy of your Certificate of Insurance?

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**APPLICATION CHECKLIST**

**(ALL ITEMS MUST BE INCLUDED WITH APPLICATION, IF APPLICABLE)**

Did you include your detailed site plan for the outdoor seating area? **(Required)**

Did you include specifications regarding your proposed outdoor seating area furniture, fixtures and equipment? **(Required)**

Did you include your detailed management plan for the outdoor seating area? **(Required)**

Did you include a payment for \$50.00 for the outdoor seating area license fee? **(Required)**

\_\_\_ **Yes** \_\_\_ **No**. Does your food service establishment intend on serving alcoholic beverages within the outdoor seating area?

\_\_\_ **Yes** \_\_\_ **Not Applicable**. If you intend on serving alcoholic beverages with the outdoor seating area, have you submitted a copy of your current menu?

\_\_\_ **Yes** \_\_\_ **No**. Does your food service establishment have a current business license?

\_\_\_ **Yes** \_\_\_ **Not Applicable**. If you do not have a current business license, have you submitted a business license application for your food service establishment and the associated license fee?

\_\_\_ **Yes** \_\_\_ **No**. If you plan to serve alcoholic beverages and your food service establishment does not have a current liquor license, have you submitted a liquor license application and the associated license fee?

\_\_\_ **Yes** \_\_\_ **No**. Do you plan to provide live entertainment in your outdoor seating area? If yes, please attach a description of the live entertainment (e.g. type, hours, days of the week, etc.)

\_\_\_ **Yes** \_\_\_ **No**. The Municipal Code allows outdoor seating areas to be open to the public for use between the hours of 6:00 a.m. and 10:00 p.m., Sunday through Thursday, and between the hours of 6:00 a.m. and 11:00 p.m., Friday and Saturday. Are you requesting additional hours beyond these hours? If yes, please attach a description of the requested hours and why they are appropriate for your outdoor seating area. **\*MUST BE APPROVED BY BOARD OF TRUSTEES.**

**PROPERTY OWNER AUTHORIZATION**

\_\_\_ **Yes** \_\_\_ **No**. I have received **written** authorization (**ATTACHED**) from the owner of the property on which my restaurant is located to utilize the public right-of-way adjacent to his/her property or a portion of his/her private property to operate the outdoor seating area described above.

**TO BE COMPLETED BY THE APPLICANT (OWNER/MANAGER)**

The undersigned applicant agrees to operate the outdoor seating area in compliance with all of the Outdoor Seating Area requirements of Chapter 13, Article III of the Northbrook Municipal Code and hereby accepts the said terms and conditions of this outdoor seating area license. By operating the outdoor seating area, the applicant also acknowledges and accepts all special conditions imposed by the Village.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_