

**VILLAGE OF NORTHBROOK**  
**OUTDOOR DINING SEATING AREA PROCEDURES AND SUBMITTAL**  
**REQUIREMENTS**  
**RENEWAL APPLICATION**

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**INTRODUCTION**

Thank you for considering maintaining an outdoor dining area, or as we refer to them in Northbrook as an outdoor seating area. As you complete the required paperwork, we ask that you review the following outdoor seating area procedures and submittal requirements and to refer to Chapter 13, Article III, which contains all of the requirements for outdoor seating areas.

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**Renewal License Application Submittal Requirements**

1. A RENEWAL APPLICATION form
2. A current certificate of insurance, if applicable
3. A description of any changes to the layout and operation of the associated outdoor seating area from the previous year

If any of the changes the applicant proposes are determined to be a major change to the outdoor seating area, as described above in the **Application Process** section, the applicant shall submit all of the materials required for an initial license.

**Please submit completed applications to the Village Clerk's Office along with your business license application and payment.**

**Village Clerk's Office  
The Village of Northbrook  
1225 Cedar Lane  
Northbrook, IL 60062**

**VILLAGE OF NORTHBROOK**  
**2021 OUTDOOR SEATING AREA LICENSE – RENEWAL APPLICATION**

<b>RESTAURANT INFORMATION</b> (please print or type)	
Restaurant Name:	
Address of Restaurant:	Suite:
City/State/Zip:	
Business Phone:	Business Fax:
E-mail Address:	
<b>APPLICANT INFORMATION</b> (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:	
<b>PROPERTY OWNER INFORMATION <span style="color: red;">Also See Reverse Side</span></b> (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:	
<b>NUMBER OF SEATS:</b>	
<input type="checkbox"/> Inside the Food Service Establishment <input type="checkbox"/> Within the Outdoor Seating Area	
<b>CERTIFICATE OF INSURANCE</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable. If the outdoor seating area will be located in the public way (a public sidewalk or Village-owned property,) did you include a copy of your Certificate of Insurance?	

VILLAGE OF NORTHBROOK

2021 OUTDOOR SEATING AREA LICENSE – RENEWAL APPLICATION

PROPOSED CHANGES TO OUTDOOR SEATING AREA

As a renewal application, you have on file with the Village, an approved license application for Outdoor Seating Area for the subject property. The approval was based upon the following documents you previously submitted: (1) a detailed site plan for the outdoor seating area; (2) specifications regarding your proposed outdoor seating area furniture, fixtures and equipment; and (3) detailed management plan for the outdoor seating area. Do you plan to make any changes to the layout, design, and operation of your outdoor seating area? More specifically:

Yes No. Do you plan to increase the number of seats included in the outdoor seating area?

Yes No. Do you plan to increase the total square footage of the outdoor seating area?

Yes No. Do you plan to change the dimensions of the exterior perimeter of the outdoor seating?

Yes No. Do you plan to add live entertainment within your outdoor seating area?

Yes No. Do you plan to add hours of operation beyond the following the following hours: Sunday through Thursday between 6:00 a.m. and 10:00 p.m. and Friday & Saturday between 6:00 a.m. and 11:00 p.m.? IF SO, MUST BE APPROVED BY BOARD OF TRUSTEES. If yes to any of the above questions, please explain the changes below

or attach an illustration showing the changes:

Empty lines for providing details or illustrations of proposed changes.

PROPERTY OWNER AUTHORIZATION - CONFIRMATION

Yes No. I confirm that I have previously received and submitted to The Village of Northbrook, written authorization 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. I understand that if there are any changes to the property including new property ownership, I will need to resubmit a letter from the new owner authorizing the operation of an outdoor seating area.

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, the outdoor seating area application previously submitted by the applicant and approved by the Village, and the applicant 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: