

# VILLAGE OF NORTHBROOK

## OUTDOOR SEATING AREA PROCEDURES AND SUBMITTAL REQUIREMENTS

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### INTRODUCTION

Thank you for considering opening 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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### ELIGIBILITY

Licensed food service establishments are allowed to have accessory outdoor seating areas intended for the consumption of food and beverages purchased at said food service establishment. Licensed food service establishments that also serve alcohol must provide complete “meals” as defined by the Municipal Code. Licensed food service establishments do not include taverns, bars, cocktail lounges, or nightclubs, or industrial feeding establishments serving food. Outdoor seating areas may be located on private property or within the public way, which includes Village-owned property and public right-of-way.

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### APPLICATION PROCESS

The review process includes the following steps:

1. Pre-Application Meeting. A pre-application meeting with staff from the Village Clerk’s Office and the Department of Community Planning **is strongly encouraged, but not required**, to discuss the proposed outdoor seating area. The purpose of the meeting is to ensure that the applicant fully understands how the review process works and what materials are needed for the submittal.
2. Application Submittal. Applicant submits completed application with all required plans and documentation to the Village Clerk whose office is located in the General Government Department.
3. Staff Review. The outdoor seating area application is distributed to all pertinent Village departments for one week review. Each department shall make comments on the proposal and return the comments to the village clerk.
4. Approval of Licenses. Once the application has been reviewed by the Village departments, the application is forwarded to the Village Manager or the Board of Trustees for review.
  - a. *Initial License*
    - i. All license applications for outdoor seating areas located in the following areas shall be reviewed and must be approved by the Village Manager:
      1. Village Green Overlay District (generally downtown Northbrook)
      2. Northbrook Court mall
      3. Willow Festival shopping center and Willow Festival Annex
      4. Village Square Shopping Center
      5. Sanders Court Shopping Center
      6. White Plains Shopping Center
    - ii. No matter their location, outdoor seating areas previously approved by the Board of Trustees, by resolution or ordinance, prior to February 24, 2009, shall only require review and approval by the Village Manager
    - iii. Outdoor seating areas in which live entertainment and dancing are requested where the perimeter of the area is located at least 500 feet from a lot containing a residential dwelling unit shall only require review and approval by the Village Manager.
    - iv. All other license applications for outdoor seating areas shall be reviewed and must be approved by the Board of Trustees, including all applications requesting live entertainment and dancing within 500 feet of a lot containing a residential dwelling unit or requesting hours of operation beyond those authorized by Code. Hours authorized by the code are 6:00 a.m. to 10:00 p.m. Sunday through Thursday, and 6:00 a.m. to 11:00 p.m. Friday and Saturday. ***Any changes to these hours must be approved by the Board of Trustees***
5. License Issuance. Once the Village Manager or the Board of Trustees has reviewed and approved the outdoor seating license application, a license for the outdoor seating area shall be issued by the Village Clerk.

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### APPLICATION SUBMITTAL REQUIREMENTS

**Initial Application Submittal Requirements.** All applicants seeking an initial license for an outdoor seating area shall be required to submit

1. An application form.
  2. A site plan. A detailed site plan to scale illustrating the proposed outdoor seating area, the size and location of the principal building(s) and parking area(s) on the lot, location of other natural and manmade features in the area of the outdoor seating area, property lines, and the location of the proposed outdoor seating area;
  3. Furniture specification sheet. A detailed specifications sheet illustrating the appearance, materials, colors, and size of selected outdoor seating furniture and equipment including, chairs, benches, tables, umbrellas, fences, and other items. Photographs of furniture and equipment may be substituted for specification sheets as long as a sheet listing the dimensions of the furniture and equipment accompanies the photographs;
  4. Management plan. A management plan for the operation of the outdoor seating area stating how the operation of the outdoor seating area shall comply with the regulations for outdoor seating areas and all other applicable requirements. Refer to Municipal Code Sections 13-38 through 13-41 (See a copy of attached Ordinance No. 09-11). At a minimum the plan must list the proposed hours of operation, how table service will be provided to the tables (e.g. wait staff or self serve); how the area will be maintained and cleaned on a daily basis; and if alcohol will be served how the outdoor seating area will be monitored;
  5. Application fee. Initial License Fee: \$50.00. Renewal License Fee: \$0.00.
  6. Proof of Insurance. Applicants for outdoor seating areas located in whole or in part in the public way shall provide an executed license agreement for use of the public way certifying that the applicant possesses the required levels of general liability, workers' compensation and, if applicable, liquor liability insurance.
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**VILLAGE OF NORTHBROOK**  
**2022 OUTDOOR SEATING AREA LICENSE – INITIAL 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 See Reverse Side</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>LOCATION OF OUTDOOR SEATING AREA</b> (Check one)	<b>NUMBER OF SEATS</b>
<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?	

**VILLAGE OF NORTHBROOK**  
**2022 OUTDOOR SEATING AREA LICENSE – INITIAL APPLICATION**

**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: