



CITY OF PEORIA

**COMMERCIAL
PARKLET +
SIDEWALK CAFÉ
PROGRAM**

PUBLIC WORKS DEPARTMENT
3505 N DRIES LANE
PEORIA, IL 61604
309-494-8800
PWPERMITS@PEORIAGO.V.ORG



SIDEWALK CAFÉ

A sidewalk café is a portion of a sidewalk used to provide additional seating for the adjacent business. The remaining sidewalk space must provide adequate accessibility.



COMMERCIAL PARKLET

A commercial parklet is an extension of the sidewalk into an existing on-street parking space, which provides more space and amenities for the retail food establishments.



OVERVIEW

Completed commercial parklet and sidewalk cafe applications may be submitted via mail, email, or in person to the Public Works Department. Applicants may apply for either or both a commercial parklet and sidewalk café. Permits must be applied for, and issued, every year. The open call for applications begins **January 15**.

Applicants intending to serve food must have a valid food license. Applicants intending to serve alcohol must have a valid liquor license pursuant to Chapter 3 of the Municipal Code of the City of Peoria.

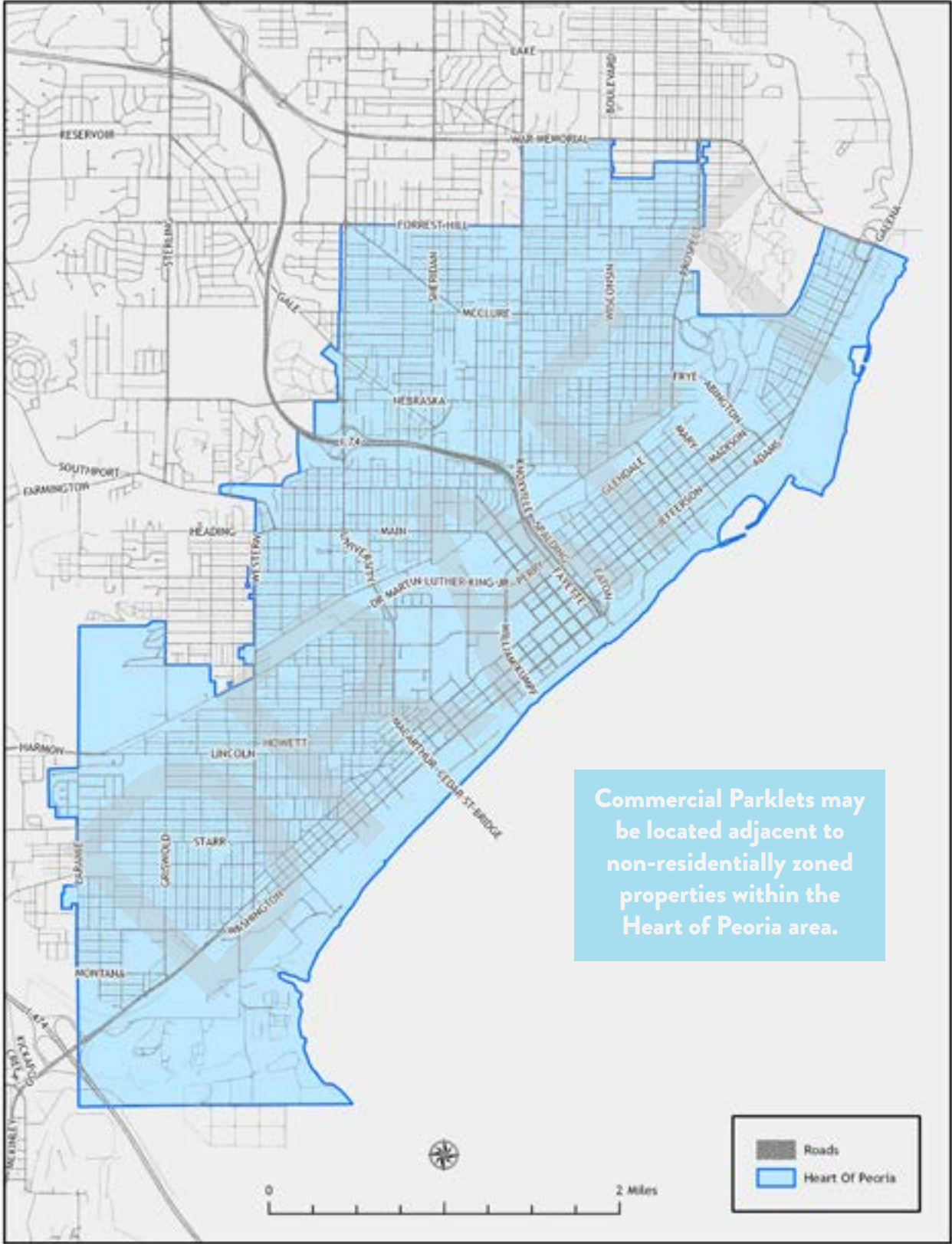
Sidewalk café permits are free of charge and valid March 1-December 1. Commercial parklet permits are \$350 per space for unmetered spaces and \$1450 per space for metered spaces (max 2 spaces) and valid April 1-November 15.

CONSIDERATIONS

To find out if commercial parklets are accepted in a proposed location, see the map on next page and check location restrictions in the table on page 8. Still not sure? Contact the Public Works Department to ensure the proposed location is accepted at pwpermits@peoriagov.org.

Acceptance or denial of permits will be issued within 5 weeks of receipt of a completed application, unless an adjacent property owner files an objection, in which case it will be reviewed by the Transportation Commission at the next regularly scheduled monthly meeting.

COMMERCIAL PARKLET ACCEPTED LOCATIONS



CHECKLIST

- APPLICATION See pages 6-7
- BUSINESS LICENSE CERTIFICATE(S) Please provide copies of your relevant business license certificate(s).
- PHOTOGRAPHS Please provide 8.5" x 11" photograph(s) which are clear and depict the proposed site of the commercial parklet and its relationship to the surrounding public way.
- PLAN(S) Plan(s) shall be submitted on 8.5" x 11" paper(s) and clearly illustrate the proposed locations, dimension, layout/design, and materials of the commercial parklet.
- INSURANCE REQUIREMENTS
The applicant shall file with the City, along with the application, proof of general liability insurance in the amounts listed in the following table, naming the city as co-insured.
The Certificate of Insurance "Description" section must clearly indicate the following:
 - City of Peoria, its agents, and employees are listed as additional insured.
 - The specific public way use must be listed or it will not be accepted.
 - The Certificate of Insurance "Certificate Holder" section must include the following:
 - City of Peoria – Public Works Department
 - 3505 N Dries Lane, Peoria, IL 61604

APPLICATION

Business Name

Business Address

City

State

Zip

Legal Name of Entity

Permit Mailing Address

City

State

Zip

Contact Person

Title

Phone

Mobile

Email

BUSINESS LICENSE INFORMATION

Account Number

Current Retail Food License Number

Current Liquor License Number (if applicable)

PROPOSED LOCATION AND DIMENSIONS

Parking Space(s) (indicate 1 or 2)

Sidewalk (yes or no)

Street Name

Length

Width

Materials

Seating Capacity

REQUIRED ATTACHEMENTS

Plan(s)/Drawing(s)

Photograph(s)

Copies of Business License Certificate(s)

Certificate(s) of Insurance

ACCEPTANCE OF TERMS

I hereby understand and accept the terms and conditions relative to the issuance of the Commercial Parklet or Sidewalk Café Permit, and by signing below, I acknowledge that I must adhere to the City of Peoria Municipal Code Chapter 26, Sections 286-303, as well as all the additional requirements promulgated herein:

1. Comply with all the requirements defined within Peoria’s Municipal Code,;
2. Resolve all Account Holds since failure to do so will prevent the issuance of this permit application;
3. Install or maintain the Commercial Parklet or Sidewalk Café after the issuance of the permit by the City of Peoria;
4. Install and/or maintain the Commercial Parklet or Sidewalk Café in a manner that complies with all applicable accessibility requirements under local, state, or Federal law.
5. Maintain cleanliness of the right-of-way within 50 feet of the approved installation.

I understand that failure to adhere to all conditions imposed in the permit may result in revocation of the permit.

SIGNATURE

DATE



PERMIT CRITERIA

CAFE TYPE	SIDEWALK	UNMETERED PARKING SPACE	METERED PARKING SPACE
FEE	\$0	\$350 PER SPACE MAX 2 SPACES	\$1,450 PER SPACE MAX 2 SPACES
LOCATION	NOT WITHIN A BUS STOP MAINTAIN AT LEAST 4' OF PEDESTRIAN PASSAGEWAY, 5' PREFERRED	NON-RESIDENTIALLY ZONED IN HEART OF PEORIA AREA STRIPED/DELINEATED PARKING SPACE SPEED LIMIT NO GREATER THAN 30 MPH NOT WITHIN A BUS STOP 15'+ FROM FIRE HYDRANT 50'+ FROM INTERSECTION 10'+ FROM ALLEY 5'+ FROM DRIVEWAY/CURB CUT	
BOND	\$1,000	\$10,000	
INSURANCE	GENERAL LIABILITY <ul style="list-style-type: none"> • \$300,000 PER PERSON • \$500,000 PER OCCURRENCE \$15,000 PROPERTY DAMAGE	GENERAL LIABILITY <ul style="list-style-type: none"> • \$600,000 PER PERSON • \$1,000,000 PER OCCURRENCE \$30,000 PROPERTY DAMAGE	
PHYSICAL BOUNDARY	IF ALCOHOL SERVED, ENTRANCE ONLY PART THAT MAY BE OPEN	<ul style="list-style-type: none"> • SOLID-SIDED ON 3 STREET EDGES • MAKE OF STRUCTURALLY SOUND MATERIALS • FLUSH WITH SIDEWALK, NO MORE THAN .5" GAP • DOES NOT IMPAIR DRAINAGE (BLOCK GUTTER, INLET, ETC.) • OCCUPY 1 OR 2 PARKING SPACES • MAX WIDTH 6' • MAX HEIGHT 42" • 1' IN FROM TRAFFIC FACING EDGE • SPACE LEFT FOR WHEEL STOPS: 4' BEHIND, 3' IN FRONT 	
DESIGN	<ul style="list-style-type: none"> • CONSISTENT WITH SURROUNDING NEIGHBORHOOD AESTHETIC • LANDSCAPING ENCOURAGED • MAINTAIN ACCESS TO BUILDINGS • MAX 1 SIGN EACH SIDE, 8 SQUARE FEET MAX • ADEQUATE LIGHTING NOT INTRUDING ON ADJACENT PROPERTY • SEE DRAWINGS FOR PARKING SPACE LAYOUT REQUIREMENTS 		
SEASON	MARCH 1 - DECEMBER 1	APRIL 1 - NOVEMBER 15	
HOURS	NORMAL BUSINESS HOURS, EXCEPTING BETWEEN 12 MIDNIGHT - 6 AM		

INSERT DRAWING OF PARKING SPACE AND SETBACK DIMENSIONS

DRAFT