

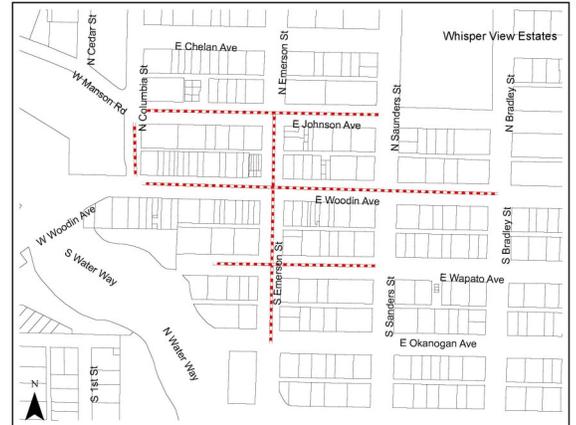


What is a Sidewalk Business License?

The City of Chelan recognizes the unique character of its downtown area. The “Sidewalk Business License” is intended to provide for safe, efficient and convenient pedestrian and vehicle travel upon the streets and sidewalks of the city; and, to protect the beauty and aesthetic appeal of the city by controlling visual and physical clutter within the Downtown Mixed Use zoning district.

What do I need to operate under a Sidewalk Business License?

- ⇒ Application for the Sidewalk Business License must be made with the Community Development Department.
- ⇒ The business must have a current City Business License.
- ⇒ The adjoining sidewalk to the business must be at least ten feet in width and minimum 54” of pedestrian pathway, not including curb and gutter.
- ⇒ Pedestrian Entrances to all buildings shall be not less than five feet in width & kept clear at all times.
- ⇒ Proof of insurance in aggregate amount of not less than \$1,000,000 per incident, naming the City of Chelan as co-insured.



Why do I need separate insurance?

Private use of the public sidewalk requires that the City of Chelan be insured against damages or accidents, which the business is liable. Endorsement of your Business Liability Insurance, naming the City as insured is therefore also required.

Who do I call if I have questions?

Contact the Office of Community Development for further information at: (509) 682-8017

What areas allow the use of a Sidewalk Business License?

Sidewalks between a building used for commercial purposes within the Downtown Mixed Use zoning district and the street. The sidewalk must have a minimum of ten feet and a pedestrian right-of-way at least 54” in width, not including curb and gutter, shall be kept clear for pedestrians.

How do I apply for a Sidewalk Business License?

Fill out and sign an application, provide a copy of your certificate of insurance along with an endorsement of your business liability insurance naming the City as insured and provide two (2) sets of drawings to 1/4” scale depicting the proposed sidewalk business activity including measurements that show the minimum pedestrian right-of-way and pedestrian entrances. It may take up to a week for the City to issue the License, so plan ahead!

What is the cost of a Sidewalk Business License?

There is no fee associated with a Sidewalk Business License for retail. Sidewalk Cafés have an annual fee of \$50.

How long is the Sidewalk Business License good for?

The Sidewalk Business License expires at the same time your City Business License expires, at the end of the year, unless revoked.

Sidewalk Café license is valid between April 1 and October 31 of each year.

What is the Minimum Pedestrian Right-of- Way?

The pedestrian right-of-way is an unobstructed area of the commercial sidewalk at least 54” wide, not including curb and gutter, for pedestrians and runs the entire width of the building.

Are there any other restrictions of a Sidewalk Business License?

- ⇒ Only activities in like & kind conducted within the business building may be permitted on the sidewalk such as sale of merchandise, food and beverages. CMC 12.14.50
- ⇒ A Sidewalk Business is allowed to use the sidewalk a half hour before and after the business opens and closes. All items need to be removed from the sidewalk within a half hour after the business closes.
- ⇒ Alcoholic beverages are not allowed except as permitted by the Washington State Liquor Control Board. CMC 12.14.040 (D)
- ⇒ Sidewalks shall be kept clean, neat and in a safe manner at all times.
- ⇒ Landscaped areas and areas containing trees and/or shrubs, street furniture, public signage or planter boxes shall not be disturbed or used in connection with the sidewalk business.
- ⇒ No electrical cords or wiring shall be permitted that interfere with pedestrian traffic.
- ⇒ No temporary structures shall be permitted.



Sidewalk Business License Application

Community Development Department ·
PO Box 1669 · Chelan, WA 98816 ·
135 E Johnson Ave
(509) 682-8017 · (509) 682-8050 Fax

Sidewalk Business License No.

Expiration Date

Application

Business Name		Contact Person/Title
Business Address		Suite #
Business Phone	Office Phone	Evening Phone
Chelan Business License Number	Business License Expiration	Insurance Expiration Date

Type of Business: **Food and Beverage** **Retail** **Services** **Non-Profit**
Will alcohol be served? *Yes* *No*

Submittal Requirements:

1. A complete description of the proposed sidewalk business activity, and for sidewalk cafes whether or not alcohol will be sold or served and hours of operation;
2. Two sets of drawings to scale depicting at a minimum: the area for proposed sidewalk business activity, minimum pedestrian right-of-way, pedestrian entrances, litter control devices, outside lighting locations, barrier design and attachment and signage posted, if required by WAC Title [314-02-025](#). *I request that the City of Chelan use the previous year's sidewalk site plan. There have been no changes.*
3. The agreement by the abutting business to indemnify and hold the city free and harmless from all liability arising in relation to the conduct of the sidewalk business activity together with proof of such public liability and property damage insurance in an aggregate amount of not less than one million dollars (\$1,000,000) per incident, naming the City of Chelan as a co-insured.
4. Approval document by the Liquor Control Board for changes to a licensed premises.
5. Affidavit with owner approval allowing barrier attachment to adjacent structure, if applicable.

I have read and understand the provisions contained on the reverse side hereof, including the applicable provisions of the Chelan Municipal Code, and I agree to be bound by and to comply therewith. I agree to renew my insurance and endorsement upon expiration if I desire to continue using a Sidewalk Business License at that time. I also agree to indemnify and hold the city free and harmless from all liability arising in relation to the conduct of the Sidewalk Business activity.

Applicant Signature	Date
---------------------	------

Community Development Approval

- ⇒ The above name applicant is hereby granted a “Sidewalk Business License” to engage in the business described above for a term ending on the date that the business license for such business expires. This Sidewalk Business License must be attached to the licensee’s business license and publicly displayed at all times.
- ⇒ This sidewalk business license is subject to all applicable section of the Chelan Municipal Code, and all of the conditions set forth on the reverse side hereof. Violation of the CMC and/or any of such conditions may result in suspension or revocation of the

Approved by Community Development Department/Title	Date
--	------

Grant of Permission

This approved sidewalk business license is a grant of permission to the holder of a business license to conduct business activities in the public right of way. This right of the public to use the right of way for vehicle and pedestrian traffic and travel is paramount, and permission to engage in business in the public right of way is subordinate thereto. Therefore, this sidewalk business license is granted as a special privilege and subject to suspension or revocation. Violation of any of the terms and conditions on the reverse side of this form may result in suspension or revocation of the sidewalk business license.

Sidewalk Business License Conditions

This Sidewalk Business license is granted subject to the following terms and conditions:

1. All applicable sections of the Chelan Municipal Code, particularly those contained in Chapter 12.14 copies of which have been delivered to and received by the Sidewalk Business License applicant.
2. This Sidewalk Business License shall be subordinate to Public Right-of-Way Permits and Street Use Permits issued for the same area.
3. The Sidewalk Business License Designated Area is shown on the attached map of your allowable display area and shall not be extended or enlarged.
4. Areas noted on the attached map are not to be used for displays.
5. An adequate area adjacent to handicapped parking spaces area shall be maintained free and clear of obstructions and shall lead to the pedestrian walkway.
6. No sidewalk business displays shall be attached to or displayed on public facilities such as trees, street light poles junction boxes, fire hydrants, benches, bus shelters, trash cans, etc.
7. Landscape areas and areas containing trees and the soil around such trees shall not be disturbed or used in connection with Sidewalk Business License activities, and shall not be designated as the area reserved for pedestrian use.
8. The Sidewalk Business License Designated Area shall be maintained in a clean, neat and safe manner at all times.
9. Businesses serving food and /or beverages shall comply with all relevant Chelan-Douglas Health District regulations and all applicable regulations of the Washington State Liquor Control Board.
10. **FLEXIBLE ELECTRICAL CORD USE:**
Flexible electrical cords or extension cords may not be used for the following,
 - As a substitute for the fixed wiring of a structure.
 - Where they are placed through holes in walls, structural ceilings, suspended ceilings, dropped ceilings, or floors.
 - Where they are located through doorways, windows, or similar openings.
 - Where they are attached to building surfaces.
 - Where they are concealed behind building walls, structural ceilings, suspended ceilings, dropped ceilings, or floors.
 - Where they are installed in raceways.
 - Where they are placed across aisles, sidewalks, or pathways.

The city reserves the right to make modifications to the terms and conditions above.