



SIDEWALK CAFE PERMIT APPLICATION

Central Business District · Warrenton Town Code § 14-1(c)

SECTION 1 — APPLICATION TYPE

- NEW APPLICATION RENEWAL — No Changes
 RENEWAL With Changes

SECTION 2 — APPLICANT / BUSINESS INFORMATION

Applicant Name (Person): _____
 Business / Restaurant Name: _____
 Property Address (Street, City, ZIP): _____
 Mailing Address (if different): _____ City / State / ZIP: _____
 Applicant Phone: _____ Applicant Email: _____
 On-Site Contact Name: _____ On-Site Contact Phone: _____

SECTION 3 — SIDEWALK CAFE DETAILS

Total Square Footage: _____ Proposed No. of Tables: _____ Proposed No. of Seats: _____
 Proposed Hours of Operation: _____ Proposed Months of Operation: _____

Alcoholic Beverages:

- Alcoholic beverages WILL be served in the sidewalk cafe area (attach ABC license / authorization)
 Alcoholic beverages will NOT be served in the sidewalk cafe area

SECTION 4 — REQUIRED ATTACHMENTS (check all that apply)

- Three (3) copies of Sidewalk Cafe Plan/Drawing (see Section 5 for required elements)
 Certificate of Insurance — General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate, with the Town of Warrenton named as additional insured; policy must provide 30-day notice of cancellation or modification
 Health Department Approval / Permit
 ABC License or Authorization (if alcoholic beverages will be served)
 ARB Application (required if renewal involves exterior alterations to the restaurant building)

SECTION 5 — PLAN / DRAWING REQUIREMENTS

Three (3) copies of the plan must be submitted. The plan shall depict, at minimum:

- Boundaries of the proposed cafe area (may not exceed the frontage of the adjoining restaurant facility)
- Dimensions and placement of all tables, chairs, planters, railings, and other furnishings
- Minimum 5-foot clearance from sidewalk edge to all furnishings is required, Furnishings may not exceed 8' from edge of restaurant facility)
- Location of the single designated, well-marked cafe entrance
- Total sidewalk width and pedestrian clearance corridor (must remain unobstructed)
- North arrow and graphic scale

SECTION 6 — REGULATORY ACKNOWLEDGMENTS

Initial applicant must check all items. Renewal applicants must re-check any that have changed.

- Temporary Nature:** The cafe and all improvements (chairs, planters, fences, railings, etc.) are temporary and fully removable during periods of non-use.

- Seasonal Removal:** All movable equipment will be removed from the cafe area and stored out of public view during winter months and during non-business hours each day.
- Use Restriction:** No portion of the sidewalk cafe will be used for any purpose other than dining or pedestrian circulation.
- Sidewalk Surface Only:** Only the existing sidewalk surface will be used; no permanent fixtures or improvements will be made to town sidewalks.
- Single Entrance:** The cafe will have no more than one (1) well-marked entrance.
- Maintenance:** The operator will maintain an attractive, clean, and safe cafe area at all times and will perform all necessary upkeep.
- Compliance:** The cafe will comply with all applicable federal, state, and local laws and regulations, and will be inspected and approved by the Zoning Administrator prior to beginning operations.
- Town Authority:** The operator acknowledges the Town Manager's authority to inspect the cafe at any time; to require suspension of operations in an emergency; to require temporary or permanent relocation or alteration of the cafe to facilitate town operations; and to revoke or terminate the permit in accordance with § 14-1(c)(5).

SECTION 7 — CERTIFICATION AND INDEMNIFICATION

By signing below, I hereby certify that: (1) I am either the owner of record of the named property or the property owner has duly authorized this application; (2) all information contained in this application is true and correct to the best of my knowledge; (3) I have read and understand the requirements of Warrenton Town Code § 14-1(c) governing sidewalk cafes; and (4) if a permit is issued, I agree to comply with all its terms and conditions and with all applicable federal, state, and local laws and regulations.

I, my heirs, successors, and assigns agree to **indemnify and hold harmless the Town of Warrenton, its agents, and employees** from any and all losses, damages, expenses, and claims arising out of my design, construction, operation, and maintenance of the sidewalk cafe. I authorize a Town official to enter all areas of the right-of-way covered by my permit, at a reasonable hour, to inspect and enforce applicable code provisions. I understand that this permit does not confer or convey any property rights and may be revoked or terminated in accordance with § 14-1(c)(5).

Print Name of Applicant: _____

Signature of Applicant: _____ Date: _____

Print Name of Property Owner (if different from Applicant): _____

Signature of Property Owner: _____ Date: _____

City / State: _____ ZIP Code: _____ Email Address: _____

SECTION 8 — FOR OFFICE USE ONLY

Date Received: _____ Received By: _____ Permit #: _____

Application Fee Received: _____ Receipt #: _____ Fee Amount: \$ _____

Health Dept. Approval: _____ ABC Authorization: _____ Insurance Verified: _____

Zoning Admin. Review: _____ ARB Review Required? _____ ARB Action Date: _____

Town Manager Decision: Approved Approved with Conditions Denied

Conditions / Notes: _____

Town Manager Signature: _____

Permit Valid From: _____

Permit Expires: _____



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Initial permits are valid for one (1) year from date of issuance. Renewal permits may be issued for up to three (3) years (§ 14-1(c)(4)(e)). Review typically takes ten (10) business days upon receipt of a complete application.

Diagram showing Minimum Clear Zone Requirements

