

CITY OF OTTAWA, ILLINOIS

APPLICATION FOR TEMPORARY OR SEASONAL USE OF SIDEWALK

PERMIT #:

PLEASE PRINT

NAME OF APPLICANT: _____

ADDRESS OF APPLICANT: _____ PHONE: _____

ADDRESS/LOCATION OF SIDEWALK TO BE USED: _____

TYPE OF PERMIT (CHECK ONE):

_____ TEMPORARY - Not to exceed 10 calendar days, maximum 4 times per year.

_____ SEASONAL - Minimum of one month and not to exceed 10 months per year.

DATES (INCLUSIVE) FOR USE OF SIDEWALK: _____

TOTAL WIDTH OF SIDEWALK/BERM AT LOCATION: _____

WIDTH REMAINING FOLLOWING INSTALLATION OF MERCHANDISE/SEATING: _____

DESCRIPTION OF MERCHANDISE OR SEATING TO BE DISPLAYED: _____

DESCRIPTION OF DISPLAY SHELVES, RACKS, COUNTERS, TABLE SERVICE TO BE USED: _____

Applicant shall be responsible for removal of merchandise and appurtenances following expiration of the permit period and restoration of the sidewalk or berm to prior condition, free of debris. No permanent fixtures or appurtenances may be installed.

Applicant shall furnish insurance certification in the amount of \$300,000 - \$500,000 Bodily Injury, \$5,000 Property Damage or idemnification holding the City of Ottawa harmless for accident caused as a result of said display.

THE CITY RESERVES THE RIGHT TO CANCEL A PERMIT AND REQUIRE THAT MATERIALS AND APPURTENANCES BE REMOVED FROM PUBLIC PROPERTY WITHIN 48 HOURS OF WRITTEN NOTICE FROM THE CITY CLERK.

DATE: _____

Signature Applicant or Agent

(APPROVED)

(DENIED)

Examined by: _____, City Engineer on _____.

Filed with the City Clerk on _____.

FEES:

Temporary (\$10 per application)

Seasonal (\$30 per month)

CITY OF OTTAWA



ARTICLE VIII.

SELLING ON STREETS OR OTHER PUBLIC PLACES

Sec. 86-341. Advertising by outcry or bell.

No person shall by himself or by his agent or employee, upon any street, alley, sidewalk or other public place within the city, advertise by outcry or the ringing of any bell or the blowing of any horn or similar means, the sale of any goods or services.

(Code 1987, § 6.15(a))

Sec. 86-342. Erection of stands.

No person shall sell or erect or occupy any stand or vehicle for the purpose of making sales, upon any of the streets, alleys, sidewalks or other public places in the city, unless specifically licensed so to do.

(Code 1987, § 6.15(b))

Sec. 86-343. Public park.

No person shall sell or erect or occupy any stand or vehicle for the purpose of making sales, in any public park in the city in which park the city has authorized a not-for-profit or charitable organization to operate a concession stand and make sales of any goods or services.

(Code 1987, § 6.15(c))

Sec. 86-344. Temporary displays.

A property owner and/or tenant may utilize a portion of city-owned street rights-of-way, including the sidewalk adjacent to their property, for the temporary display and sale of merchandise for a period not to exceed ten calendar days. Permits will be limited to a maximum of four ten-day periods in one calendar year per location, such periods may run consecutively, but a separate permit is required for each ten-day period. A property owner and/or tenant may utilize a portion of city-owned street rights-of-way for the sale and/or preparation of food and drinks (excluding alcoholic beverages) and seating of customers, upon granting of a seasonal permit by the city clerk for such use. Seasonal use permits will be issued for a minimum of one month and not to exceed ten months in one calendar year per location. Application on forms furnished by the city clerk shall be made to the clerk at least seven calendar days prior to the intended usage. The application shall be made by the owner or tenant of adjacent property and shall set forth the following information:

- (1) The name, address and telephone number of the applicant.

- (2) The dates proposed for such display.
- (3) The width of the existing sidewalk or berm and the remaining width following installation of the proposed merchandise or furniture. A minimum sidewalk width of five feet shall remain unencumbered for pedestrian passage except that in the downtown area a minimum of nine feet shall remain unencumbered. The downtown shall be considered to be LaSalle and Columbus Streets from Lincoln Place to Jackson Street and Main, Madison, Jefferson and Jackson Streets between Columbus and Clinton.
- (4) A description of the merchandise or wares to be displayed or proposed use of public property. If wares are to be placed on shelves, racks or counters, they shall be of sufficient materials and construction to resist tipping or breakage and shall be free of sharp edges or protrusions. No glass items shall be permitted.
- (5) The applicant shall furnish insurance certification or indemnification holding the city harmless for accident or claim caused as a result of such use.
- (6) The applicant shall be responsible for removal of merchandise and appurtenances following expiration of the permit period and restoration of the sidewalk or berm to prior condition, free of debris. No permanent fixtures or appurtenances may be installed.
- (7) The fee for a ten-day permit shall be \$10.00; the fee for a seasonal permit shall be \$30.00 per month, payable in advance to the city clerk.
- (8) It shall be the duty of the city engineer or such persons designated by him to review each application to inspect or cause to be inspected the proposed location as frequently as may be necessary to ensure compliance with the provisions of this section.
- (9) The city reserves the right to cancel a permit and require that materials and appurtenances be removed from public property within 48 hours of written notice from the city clerk.

(Code 1987, § 6.15(d))