



City of Takoma Park, Maryland
OUTDOOR CAFÉ PERMIT APPLICATION

Licensed food service facilities must obtain an Outdoor Café Permit from the City of Takoma Park prior to establishing an outdoor dining area located within the public right of way for purposes of serving food and alcoholic or non-alcoholic beverages to patrons (Takoma Park Code 8.16.090 - *Outdoor cafes on public sidewalks*).

Name of Food Service Facility	
Street Address	
Applicant Name	
Mailing Address	
Primary Contact	
Email Address	
Daytime Phone	
Type of Permit Requested	<input type="checkbox"/> 3 month <input type="checkbox"/> 6 month <input type="checkbox"/> 12 month
Hours of Operation	Outdoor Café:
	Food Service Facility:
Seating Capacity	

Please attach the following to your application form:

- Statement summarizing the operation of the proposed outdoor café noting the availability of table service, general menu offerings, and indicating whether alcoholic beverages are to be available to patrons. If alcoholic beverages are to be served, include information on the status of the business’s Outdoor Café License (Maximum of one page)
- A scaled and dimensioned site plan that includes property lines, the public right-of way, the front of the food service facility and its entrance, the proposed dimensions, furniture, barriers, entry point to the outdoor café area, street addresses and entrances of adjoining property or properties directly impacted by the proposed siting of the outdoor café, and the curb, curb cuts, parking spaces, fixtures, trees, and landscaping located in the right-of-way within twenty feet of lines extending from each side of the proposed outdoor café area directly to the curb.
- Health Department Certificate Food Service Facility License
- Processing Fee (Nonrefundable)
 - Initial Application: \$145.00
 - Application for Renewal: \$90.00

Following notification that the application has been approved, the following items must be submitted to the City of Takoma Park prior to the issuance of an Outdoor Café Permit.

- Executed Lease Agreement for use of the public right-of-way
- Lease Fee (Outdoor Café Permit Regulations – Exhibit A)
- Certificate of Insurance (Outdoor Café Permit Regulations – Exhibit A)
- Executed Indemnification Form
- If the Outdoor Café area will extend beyond the width of the storefront, provide written permission from contiguous property owners and business
- Department of Liquor Control: Outdoor Café License Application or Outdoor Café License
- Permit Fee (Outdoor Café Permit Regulations – Exhibit A)

CERTIFICATION

I hereby affirm that the information contained herein and the accompanying documents are true. I understand that that any material misrepresentation contained herein or failure to provide the required application or licensing information will be cause for the denial of a permit.

Outdoor Café Applicant

Applicant Name (Print)

Signature

Date

Food Service Facility - Operator

Owner Representative (Printed)

Signature

Date

Food Service Facility - Property Owner

Property Owner Representative (Printed)

Signature

Date