



SIDEWALK CAFÉ PERMIT PROCESS FOR TEMPORARY ENCLOSURES & PARKING LANE CLOSURES (PUBLIC RIGHT-OF-WAY)

City Code requires a permit prior to placement of tables and chairs for sidewalk café operations within the public right-of-way. In response to COVID-19, the City of Rochester is expanding opportunities for restaurants, bars, and retail establishments to utilize spaces beyond the sidewalks, including parking lanes, and erection of temporary enclosures. We understand that there will be a number of creative proposals and we will do our best to expedite permits for enclosures that range from tents to igloos and greenhouse structures. With that being said, safety is the highest priority when it comes to reviewing each submittal. In the interest with helping you maintain your business, there will be **no fee** for this permit.

The process is as follows:

Step 1: Determine the space requirements for the sidewalk café and identify what type of street/sidewalk closure will be needed from the list below:

- Expansion into Sidewalk and/or Tree Lawn
- Expansion into On-Street Parking Lanes
- Expansion into a Travel Lane

Step 2: If the proposed sidewalk café extends beyond the frontage of the applicant's business or otherwise impacts an adjacent establishment, the applicant must work with the adjacent establishment to gain consensus on the type of closure, if any, to pursue. Demonstration of support from any impacted business(es) will be needed to implement the closure.

Step 3: Review Safety Guidelines and Download the Right-of-Way Sidewalk Café Permit Application, Rules and Regulations, and Acknowledgement Form from the City website at: www.cityofrochester.gov/streetpermits

Step 4: Each business is required to submit their own Permit Application. Complete the Permit Application and be sure to include the following:

- Signed Acknowledgement Form for Sidewalk Café Rules and Regulations
- Current Certificate of Liability Insurance naming the City of Rochester as additionally insured
- A map (Instrument Survey Map, Site Plan, Tax Map, Property Information Map, Google Map, etc.) showing the location of the proposed outdoor area, sufficient

to showcase the proposed closure type and the proposed layout of tables and chairs with all related dimensions for your business. Dimensions are required to assure conformance with phasing requirements outlined in the NY Forward plan and current NYS Executive Orders regarding social distancing.

- A brief description of what you are proposing
- Manufacturer's technical specifications and/or construction documents (wind & snow load and hold down info), certified by a professional engineer licensed in the State of New York.
- Emergency access, alternate pedestrian/vehicle routes, and any alternate parking must be show on the submitted map
- ADA access/egress must be noted on the submitted map
- An application signed by the business owner and property owner
- Tent and fabric enclosure are required to have a flame spread certificate submitted
- Details for heating equipment, including power or fuel source. Locations must be show on the submitted map
- Contractor/installer contact information and Workers Compensation Certificate Affidavit or the CE-200 form

Step 5: Submit Permit Application materials. There are three (3) options for submitting materials:

- Email to DESPermitOffice@CityofRochester.gov
- Deliver directly to City Hall at drop box located at the Fitzhugh Street entrance
- Mail to: City Hall, 30 Church St., Room 225B, Rochester, NY 14614

Once received, the Permit Office will review the application and work with each applicant to determine if their site qualifies for a permit and/or requires modifications/revisions. The City will assist with coordination among multiple businesses where required. The applicant must demonstrate that their plan is in compliance with social distancing requirements and allows for the safe, accessible passage of pedestrians through the site.

For applicants that receive permit approval, a permit will be processed and issued to the applicant that will include all conditions required for implementation. The City will be responsible for installing and maintaining any barricades or signage required to implement the proposed closure(s). Businesses will be responsible for enclosures, tables, chairs, parklet structures, etc., required for business operation.

Any questions? Please contact us!

Write: DESPermitOffice@CityofRochester.gov

Call: (585) 428-6848

Visit: www.cityofrochester.gov/streetpermits



Bureau of Architecture and Engineering
Department of Environmental Services
City Hall Room 225B, 30 Church Street
Rochester, New York 14614-1290
www.cityofrochester.gov

PUBLIC RIGHT-OF-WAY
SIDEWALK CAFÉ PERMIT APPLICATION FOR
TEMPORARY ENCLOSURES & PARKING LANE CLOSURES
(Temporary per Mayor’s Emergency Order Regarding COVID Response)

Applicant Name: _____ Contact Name: _____
Address: _____ Address: _____
Telephone: _____ Telephone: _____
Fax /Cell: _____ Fax /Cell: _____
Email: _____ Email: _____

Work Description:

Sidewalk Café Location Information

Table with 6 columns: Address (Number & Street), Size of Enclosure, Impact Area (check all that apply) - Sidewalk, Pavement, Tree-lawn, Driveway. Includes three rows of input lines.

Are drawings attached to this application? _____ Yes _____ No

Dates of Proposed Installation: From _____ To: _____

If granted a permit for the proposed work, I agree to perform all work according to the City of Rochester’s Standards for Work in the Right-of-Way and any additional restrictions imposed by the City as a condition of the permit.

Signature of Applicant _____ Date _____

Application for Right-of-Way Permit
Page 2

Below this line for internal use only

Permit Office Review:

Signature of Inspector

Date

Assistant City Engineer/Structural Review:

Signature

Date

Fire Department Review:

Signature

Date

DES/Operations Snow Removal Review:

Signature

Date

Special Conditions:
