

VILLAGE OF SKOKIE

Community Development Department – Building Division
 5127 Oakton Street – 1st Floor
 Skokie, IL 60077
 Phone: (847) 933-8223 Fax (847) 933-8230



Annual Outdoor Dining Permit Application

Business Applicant Information (Please Print or Type)	
Business Name	Business Telephone
Business Street Address	Business Fax
<input type="checkbox"/> Skokie, IL 60076 <input type="checkbox"/> Skokie, IL 60077 <input type="checkbox"/> Evanston, IL 60203 <input type="checkbox"/> Chicago, IL 60645	Emergency Telephone
Business Owner/Manager	Email
Use: <input type="checkbox"/> bar or drinking place <input type="checkbox"/> carryout restaurant (up to 5 seats) <input type="checkbox"/> limited service restaurant <input type="checkbox"/> full service restaurant	
Signature of applicant or authorized officer/agent confirming that all information on this application is accurate and correct, he or she has read and understands the attached <i>Outdoor Dining Regulations Handout</i> and understands that any violation of the Outdoor Dining Regulations may result in citations, fines and or revocation of the Outdoor Dining Permit.	
Signature: _____ Date: _____	

Property Owner Information		
Name of Property Owner	Telephone (daytime)	
Authorized Officer or Agent	Telephone (evening)	
Address	Fax	
City, State	Zip	Email
Signature of owner or authorized officer/agent consenting to tenant's application for an outdoor dining permit.		
Signature: _____ Date: _____		

Outdoor Dining Information					
Zoning Classification	Number Tables	Number Chairs	Proposed Hours of Operation for Existing Business	Proposed Hours of Operation for Outdoor Dining	Location
<input type="checkbox"/> NX <input type="checkbox"/> B1 <input type="checkbox"/> B4 <input type="checkbox"/> TX <input type="checkbox"/> B2 <input type="checkbox"/> B6 <input type="checkbox"/> CX <input type="checkbox"/> B3 <input type="checkbox"/> M1					<input type="checkbox"/> private property <input type="checkbox"/> public way

Submittal Requirements

- Plat of Survey (Must not be more than 2 years old from submittal date)
- Site Plan: Must indicate the proposed location of the outdoor dining area, number of tables and chairs, distance from property lines and curb lines, type of barriers (fencing, landscaping etc.)
- Furniture Information: Must indicate the style and material of all furniture.
- Refuse Disposal Information: Must indicate how refuse will be disposed for the outdoor dining area.
- Use of Public Way for Outdoor Dining Agreement & fee (only for outdoor dining located on public right-of-way)
- Annual Outdoor Dining Application fee

Fee Schedule

Private property only - \$200

Public right-of-way only -\$400

Both private and public right-of-way \$500

This is an annual permit fee. Each year you will automatically receive a bill for the Outdoor Dining Permit that will be included with your Certificate of Occupancy renewal notice and bill.

For Office Use Only

Date received: _____ Zoning of property: _____

Submittal requirements received:

Plat of Survey	<input type="checkbox"/> Yes <input type="checkbox"/> No	Special Use Permit Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Site Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	Special Use Permit Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Furniture Information	<input type="checkbox"/> Yes <input type="checkbox"/> No	Refuse Disposal Information	<input type="checkbox"/> Yes <input type="checkbox"/> No

Use of Public Way for Outdoor Dining Agreement Yes No

Approved: _____ Disapproved: _____ Approved with conditions: _____

Reviewed by: _____ Date: _____

Outdoor Dining Regulations Handout

Standard Regulations

The following regulations shall apply to **all** outdoor dining areas:

- 1) A permit is required for all outdoor dining.
- 2) Barriers, fencing, landscaping and other features shall be utilized to define the outdoor dining area.
- 3) Hours of operation for the outdoor dining area shall be limited to between 8:00 AM and 10:00 PM, but not longer than the posted operational hours of the associated food service facility.
- 4) Dates of operation shall be limited to between **April 1** and **October 31** in a calendar year.
- 5) Outdoor dining areas are exempt from parking regulations if used or set up less than 7 months in a calendar year.
- 6) All food preparation must take place inside the associated food service establishment.
- 7) Adequate refuse disposal shall exist as determined by the Health Department.
- 8) All other village and state health requirements shall be met.
- 9) Advertising or promotional features shall be limited to umbrellas or canopies.
- 10) Outdoor dining areas shall not be enclosed on more than two sides with walls if roofed over.
- 11) Outdoor dining areas must be located on a surface approved by the Village and shall not be located in a parking space or block a private or public walk.
- 12) Outdoor dining areas will be reviewed each year during the annual restaurant inspection. The outdoor dining permit may be revoked by the Village Manager at any time on 14 days' notice for failure to comply with the regulations of Section 118-85 of the Skokie Village Code.

Outdoor Dining on Private Property

Outdoor dining on private property shall be a **permitted use** in **TX, CX, B3, and B4** districts under the following conditions:

- 1) All standard regulations are met. Please see above.
- 2) The outdoor dining shall be on the same lot or within a development that received site plan approval as its associated food service establishment.
- 3) The outdoor dining area shall not be located within a 15-foot sight distance triangle or within 3 feet from any public alley.

Outdoor dining on private property shall be a **special use** in **NX, B1, B2, B6, and M1** districts or if relief from any Outdoor Dining on Private Property condition is needed in the **TX, CX, B3, and B4** districts.

Outdoor dining shall be permitted on private property between **November 1** and **March 31**, of the next calendar year, with an administrative permit from the Village Manager or designee, subject to the following conditions:

- 1) An outdoor dining permit or a special use permit for outdoor dining has been issued for the site.
- 2) The outdoor dining area must be in the same location as the approved outdoor dining permit or special use permit.
- 3) The outdoor dining area cannot be used more than 4 periods during this time.
- 4) The outdoor dining area cannot be used or set up for more than a period of 3 consecutive days.
- 5) A site and floor plan must be approved by the Village Manager or designee.
- 6) Administrative permit fee must be paid to the Village of Skokie prior to using the outdoor dining area.

Outdoor Dining Regulations Handout continued

Outdoor Dining on Public Right-of-Way

Outdoor dining on a public right-of-way shall be a **permitted use** in the **TX** and **CX** districts under the following conditions:

- 1) All standard regulations are met. Please see above.
- 2) The use of public right-of-way for outdoor dining furniture and appurtenances shall only be permitted incidental to the operation of a restaurant on private abutting property and the outdoor dining area shall not extend laterally beyond the frontage of the permittee's establishment.
- 3) All public sidewalks and parkways shall be maintained in accordance with Sections 90-43 and 118-88 of the Skokie Village Code.
- 4) A **Use of Public Way for Outdoor Dining Agreement** between the Village both the operator of the food service and the abutting land owner shall be approved by the Village.

Outdoor dining on public right-of-way shall be a **special use** in the **NX, B1, B2, B3, B4, B6, and M1** districts in conjunction with an approved **Use of Public Way for Outdoor Dining Agreement** between the Village and the operator of the food service.

Outdoor dining on public right-of-way shall be a **special use** in the **TX** and **CX** districts if relief from any Outdoor Dining on Public Right-of-Way condition is needed.

** All other Village of Skokie codes and ordinances must be followed. **