



VILLAGE OF ROUND LAKE BEACH
APPLICATION FOR TEMPORARY OUTDOOR DINING PERMIT
1937 Municipal Way, Round Lake Beach, IL 60073

ELIGIBLE BUSINESSES

Businesses eligible to apply for a temporary permit include restaurants and bars already established in the Village that are in good standing. Please note that businesses whose primary function is video gaming are not eligible to apply. Only bars and restaurants with an existing liquor license to serve in the Village may serve alcohol in an outdoor seating area. This is a 30-day temporary permit; renewals will be considered in light of evolving guidance surrounding COVID-19.

PERMIT SUBMITTAL INSTRUCTIONS & VRLB CONTACT

All applications must be submitted electronically. Create a proposal detailing the required information as completely and thoroughly as possible, in the order requested, and noting "Not Applicable" as appropriate. Please be aware that incomplete and missing information will create delays in processing your application. All inquiries and permit submittals should be directed to Chris Heinen Director of the Economic Development Department at 847-546-2351 Ext. 354 or cheinen@roundlakebeachil.gov.

ADHERENCE TO CODES

Unless explicitly stated in this document, please be aware that the Village will enforce all codes including but not limited to Village ordinances, building & fire codes, ADA compliance, those put forth by the Illinois Office of the Governor and Illinois Department of Commerce, and CDC recommendations designed to prevent exposure to and the spread of COVID-19.

REQUIRED INFORMATION TO BE SUBMITTED

PART 1: BUSINESS & OWNER INFORMATION

Provide the below information as applicable:

- A. Business Information: Name, Address & Main Phone
- B. Business Owner Information: Name, Address, Email & Phone
- C. Property Owner Information: Company, Contact Name, Address, Email & Phone
- D. Property Management Information: Company, Contact Name, Address, Email & Phone

PART 2: LAND AUTHORIZATION

Provide the below information as applicable:

- A. If Business does not own land where outdoor seating is to occur, provide authorization from Property Owner or Property Management Company allowing use of land as proposed via letter, email or signature on the building permit application
- B. If Business seeks to use Village-owned property, refer to "Guidelines for Use of Village-Owned Property" in this packet and respond to the below:
 - a. Include a Certificate of Insurance stating VRLB as an additional insured with your application
 - b. State all land parcels you are requesting use of, including but not limited to sidewalks, easements or right-of-way
 - c. State all existing obstructions and their dimensions (*EXAMPLES: Traffic signals, street lights, utility poles, fire hydrants, signposts, tree planters, building entrances/door swing, emergency exits, curb & gutter, storm drain facilities, crosswalks, pedestrian curb ramps, loading zones, shared use facilities, etc.*)

PART 3: SITE PLAN

Provide a plat of survey or drawing describing the below for each outdoor seating area (hand-drawn is acceptable provided that it is legible and easy to understand):

- A. Location and total square footage
- B. Location of food and drink preparation areas
- C. Location and description of tables & chairs (maintain current COVID regulations)
- D. Location and description of additional furniture, equipment, service areas, etc.
- E. Location and measurements of ingress and egress
- F. Location and description of barrier to enclose the seating area (barrier of 4-foot height recommended)
- G. Location, size and description of tents (tents are required to be open on all sides and must meet current Village requirements)
- H. Location and type of storage of all furniture, equipment, etc. when not in use
- I. Location of parking, number of spaces, and description of traffic circulation
- J. Description of proposed lighting for the outdoor seating area
- K. Location of smoking area (must be a minimum of 15 feet away from the perimeter)

PART 4: SERVICE PLAN

Provide a description of the following:

- A. Days and hours of service
- B. Maximum number of patrons allowed (may not exceed current COVID regulations)
- C. Plan to supervise and maintain the premises
- D. Measures taken to prevent exposure to or spread of COVID-19

PART 5: SIGNAGE

Applicants must provide a description of the proposed signage package, including:

- A. Location and size of temporary promotional signage (maximum of 2 such signs allowed)
- B. Location and size of signage “no alcohol beyond this point” (required for those serving alcohol)

PART 6: SIGNATURE

Submit the attached signature page

APPLICATION FOR TEMPORARY OUTDOOR DINING PERMIT
Guidelines for Use of Village-Owned Property

In conjunction with the Land Authorization section above (Part 2, Item B), please be aware that applicants requesting the use of Village-owned property must adhere to the below requirements on the site of public property.

- A. A Pedestrian Clear Zone of a minimum of 5-feet must be established, to be measured in a consistently straight path from the closest obstructions on both sides.
 - a. No fixtures, tables, seating, barriers, planters or other signs shall be placed within the Clear Pedestrian Zone as shown on the approved permit plan.
 - b. There must be an 18-inch clearance to traffic in conjunction with a secure barrier, OR a 5-foot clearance in conjunction with a barrier that is not secure enough to prevent movement.
- B. Permit holder is responsible for the maintenance and upkeep of the public property, including daily cleaning.
- C. Permit Holder is responsible for the replacement of any damaged public property.
- D. No furniture or furnishings may be attached by any means to the public area or any other public property.
- E. Permit Holder shall obtain and keep in full effect at all times commercial general liability (CGL) and the Village shall be included as an additional insured under the CGL and under the commercial umbrella.
- F. Barriers around the outdoor seating area must be 36" to 38" in height, free standing and stable.
- G. Outdoor dining or seating located at a street corner must meet vision clearance requirements in accordance with Village Code.

APPLICATION FOR TEMPORARY OUTDOOR DINING PERMIT
Signature Page

SIGNATURE OF BUSINESS OWNER OR OWNER'S REPRESENTATIVE

By signing below, the Applicant hereby certifies that all information provided herein is true and correct; that all provisions of the ordinances of VRLB and other authorities as described in this application shall be complied with; that the proposed work is authorized by the owner of record; and that I have been authorized to submit this application as his or her agent.

Signature: _____ Date: _____

Print Name: _____

AUTHORIZATION OF PROPERTY OWNER OR PROPERTY MANAGEMENT COMPANY

By signing below, I authorize that I understand unconditionally support the use of my property for the purposes outlined in the permit application.

Signature: _____ Date: _____

Print Name: _____

NOTE: Property Owner or Property Management Company may provide a letter or email authorizing use of property in lieu of signing the above.