



Liquor – Outdoor Service Area (Sidewalk) License Application Requirements

This application is subject to review by the public and requires City Council Action

Please submit all the listed requirements to the Department of Safety and Inspections. If you have any questions or require assistance completing the application, or submitting the required documents, please contact a Department of Safety and Inspections Project Facilitator at (651)266-9103.

You may not set up tables or chairs on a public sidewalk until you have obtained this license.

1. Draft a letter requesting a Liquor – Outdoor Service Area (Sidewalk) license be added to your existing liquor license.

Please include specific details on how you will operate the outdoor service area (e.g., how you will control the service of liquor and/or wine/beer in this area, the hours the patio is open, etc.). Submit this letter with payment for annual license fee of \$76.00.

2. Prepare a petition.

a. Petition all the owners of all private residences, dwellings and apartment houses located within three hundred (300) feet of the property* where the proposed outside service area is located.

Measurements shall be determined from the property line of the licensed premises to the property line of the residential uses; provided, however, where the licensed premises is located within a shopping mall or shopping center the measurements shall be determined from the nearest corner of the building in which the licensed premises is located to the property line of the residential uses.

**A map of properties and list of property owners within of 300 feet from your property line is available upon request.*

Note: Establishments within the downtown development district are exempt from the petition requirement.

b. Depending on the number of signatures you obtain, the following additional information will be required:

A petition containing 90% of the possible signatures

If you obtain the signatures of ninety (90) percent or more of such persons, the council may grant the license.

A petition containing 60-89% of the possible signatures

If you obtain the signatures of sixty (60) percent to eighty-nine (89) percent of such persons, the following additional information must be submitted with your petition:

- A demonstration in writing that the applicant made a good faith effort to fulfill all petition requirements.

Consent of less than 60% of owners and occupants within three hundred feet

If the applicant fails to obtain the signatures of sixty (60) percent of such persons, the following additional information must be submitted with your petition:

- A demonstration in writing that the applicant made a good faith effort to fulfill all petition requirements.
- A demonstration in writing that the results of the petition attempt showed a generally favorable disposition from the surrounding community toward the proposed extension of the liquor service area to the patio area.
- Written confirmation from the district council representing the area showing support for the request to extend the liquor service area to the patio.

Note: For applications having a petition showing less than ninety (90) percent support, the Council may only grant a license application upon finding that issuance of the license would not interfere with the reasonable use and enjoyment of neighboring property and residences and would not bear adversely on the health, safety, morals and general welfare of the community.

PROCESSING TIME / NOTIFICATION REQUIREMENT:

The average processing time for obtaining a Liquor – Outdoor Service Area (private patio) license is 90 days. A forty-five (45) day notification period is required to the community organization and residents within three hundred (300) feet of the property where the proposed outside service area is located. If objections are received, a hearing will be scheduled before a legislative hearing officer. You will receive notice of the time, place and date of this hearing. The hearing officer will take testimony from all interested persons and will make a recommendation to the City Council. **The City Council will take the hearing officer's recommendation under advisement and has final authority to grant or deny all license application requests.**