



City of Annapolis

Office of the City Clerk
145 Gorman Street, 3rd Fl
Annapolis, MD 21401-2535

RCEldridge@annapolis.gov • 410-263-7942 • Fax 410-280-1853 • TDD 410-263-7943 • www.annapolis.gov

Sidewalk Café Permit Application

Instructions

A “sidewalk café” means any area situated on a public sidewalk where food, refreshments, and/or beverages are sold by a restaurant, delicatessen, ice cream shop or coffee shop (hereinafter “operating establishment”) for public consumption at tables or counters located on the sidewalk fronting the operating establishment. Sidewalk cafés shall operate only as authorized pursuant to this chapter. (Ord. O-16-99 § 1, (part); Ord. O-28-96 § 1; Ord. O-13-95 § 1 (part)).

Authority

Annapolis [City Code](#) and Charter, Chapter 7.42. The Code is available online or a copy will be provided to you. Please take a few minutes and review this to ensure that you are in compliance with the law. If you have any questions, please contact the Assistant City Clerk above.

To be considered complete, all license holders must submit, at the time of filing:

1. Effective May 1 - April 30
2. An application, available either on the website or at the City Clerk’s Office above
3. A sidewalk café site drawing/sketching.
4. A check in the amount of \$340 payable to the *City of Annapolis*.
5. An insurance certificate listing the *City of Annapolis* as an additional insured for the sidewalk café area.
6. Once approved, your sidewalk café permit will be available for you to pick up when notified.

Enforcement

§7.42.040

The provisions of this chapter shall be enforced by the Department of Public Works. A person who continues to violate this chapter after a written request to take corrective action is guilty of a municipal infraction and shall be fined for each violation as established by resolution of the City Council plus costs. In addition, the City Council may revoke or suspend a permit issued pursuant to this chapter upon a second or subsequent conviction under this section in any twelve month period. (Ord. O-5-04 § 1 (part), 2004; Ord. O-13-95 § 1 (part))



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Sidewalk Café Permit Application

City Code Section 7.42

May 1 - April 30; \$340.00 application fee

Establishment _____

Address _____

Owner/applicant _____

Phones Day _____ Home _____

Total width of sidewalk (building facade to back of curb at narrowest point) _____

Amount of unobstructed passage way _____

Note: If the sidewalk is less than 10 feet wide from the building facade to the back of the curb at the narrowest point, the City Clerk, with the consent of the Department of Public Works, may reduce the unobstructed passageway to no less than 5 feet in accordance with the requirements of the Americans with Disabilities Act.

Unobstructed passageway reduced to _____

Consent of Department of Public Works _____

Café dimensions _____ Number of sidewalk seats _____

I hereby certify that: (1) I have read and understand the Information Sheet, Historic District Commission Furniture guidelines and Ordinance O-13-95 Revised, attached hereto; and (2) the facts and declarations of intent set forth above are true and are intended to be relied upon by the officials of the City of Annapolis.

Applicant (print) _____ Title _____

Signature _____ Date _____

Request for Consumption of Alcoholic Beverages on City Property

I hereby certify that the above information is true and correct to the best of my knowledge, information and belief and that I have read and understand the statements made on this application.

Licensee _____ Date _____

Licensee _____ Date _____

Licensee _____ Date _____

FOR CITY USE ONLY

Department	Recommendation	Date
Public Works, Director		
City Clerk, Regina C. Watkins-Eldridge		
Alcoholic Beverage Control Board		