



TOWN OF MAYNARD
Board of Selectmen
195 Main Street
Maynard, MA 01754

Sidewalk Café Permit Application

This is an application to the Board of Selectmen of the Town of Maynard, Massachusetts, for a permit to place and maintain a Sidewalk Café on the public right of way in Maynard, Massachusetts described below:

(PLEASE TYPE OR PRINT)

Business Name:

Assessor's Map # and Lot#

Business Address/Location:

Length of Storefront (ft):

Phone Number/Email:

Width of Sidewalk along Storefront (ft); *1:

Business Representative's Name:

Length of Proposed Sidewalk Café (ft):

Name & Address of Building Owner:

Width of Proposed Sidewalk Café (ft); *2:

* 1: Measure from front Building Wall to inside of sidewalk granite curb edge.

* 2: Measure from front Building Wall to outside of Sidewalk Café surrounding border fencing/barrier.

Application Submittal Requirements:

- 1) Fee: A one-time permit fee of **\$100.00** payable to the Town of Maynard filed with the Town Clerk.
- 2) Site Plan: Furnish a **Site Plan** (scale diagram 1/4" = 1' 0") showing the location of tables, chairs, umbrellas, trash receptacles, heaters, barricades, as well as a **picture or photograph of the proposed furniture** in compliance with the following requirements:
- No person or entity shall cause to be placed within the public ways any furniture without applying for a permit and receiving approval from the Board of Selectmen of the Town. This permit shall be considered separate and distinct from others issued by the Town, including those for common victuallers.
 - The location of the sidewalk café must be directly in front of the business operating the café, and may not extend beyond the side property lines. Tables, chairs, benches, food equipment shall be located so that they do not impede, endanger or interfere with pedestrian traffic, with **a minimum width of four (4) feet of unobstructed passage** for pedestrian traffic.
 - In addition, no sidewalk café furniture shall be affixed, erected, installed, placed, used or maintained **within five (5) feet** of any marked or unmarked crosswalk or handicapped ramp; or within five (5) feet of any fire hydrant, fire lane, call box, or bus stop.
 - Unlicensed furniture within the public ways of the Town will be subject to removal with the cost thereof to be borne entirely by the owner. In addition, fines may be imposed by the Board of Selectmen not to exceed \$100 for removal, storage or destruction.
 - No fixtures or devices on which food or beverages are sold or consumed shall be attached to the sidewalk or other public area. The property owner is responsible for the restoration of the sidewalk or public-right-of-way if any damage is caused by the sidewalk café. Physical barriers bordering/framing a sidewalk café may not exceed four (4) feet in height. Minimum height 36".
 - Lighting for sidewalk cafes is subject to approval during the permitting process. Tabletop lighting may include candles and battery-operated fixtures.
 - Well-designed physical barricades surrounding/framing sidewalk cafés are strongly encouraged and are

- **required** for establishments serving alcoholic beverages.
Any outdoor speakers or music should be part of the application.

- 3) Insurance: Restaurant-owner shall furnish a **certificate of insurance** providing commercial insurance coverage of at least **(\$25,000)** for bodily injury, death, disability, and property damage liability. The Town of Maynard shall be named as an additional insured on a primary, noncontributory basis for any liability arising directly or indirectly from the operation of a sidewalk café. In the event the insurance is cancelled, the permit holder has 24 hours to reinstate the insurance or the permit shall be revoked. The permit holder shall immediately inform the Town Clerk if insurance under this provision is revoked and shall not operate the sidewalk café until insurance is restated in accordance with this requirement.
- 4) Enforcement: This permit is issued by the Board of Selectmen. The Building Commissioner shall be the primary enforcement agent. Other agents include but are not necessarily limited to: the Board of Health and the Maynard Police Department.
- 5) Permit Processing Time: Once a completed application is submitted, it will be scheduled for the first available Board of Selectmen's meeting. Typically, the entire process should take about a month.
- 6) Compliance Requirements: By signing this application, the Applicant agrees to accept and comply with the following requirements:
- *All services provided to sidewalk café customer and customer activity must occur within the designated sidewalk café area.*
 - *Permit holder is responsible for proper supervision of the sidewalk café in order to ensure the requirements of this section are met.*
 - *Permit holders must ensure that the requirements for operation are met. These include:*
 - *Patrons must wear shoes and shirts at all times.*
 - *All sidewalk cafes must maintain at least one opening for ingress and egress at all times. All sidewalk cafes shall abide by all requirements of the currently adopted International Building Code and the American's with Disabilities Act.*
 - *To the extent applicable, sidewalk cafes must adhere to all regulations pertaining to food and beverage enforced by the Board of Health, the Board of Selectmen and ABCC.*
 - *All areas within and surrounding a sidewalk café must be maintained in a clean, neat, and sanitary condition.*
 - *All permit holders shall be required to abide by all federal, state, and local laws.*
- 7) Revocation: The sidewalk café permit may be revoked for failure to maintain the standards required for the initial permit. A notice of intent to revoke a sidewalk café permit shall be given in writing 10-days prior to actual revocation and shall specify the area or areas of failure to meet requirements and maintain conditions the Town may have imposed. If, during that period, proof of compliance is made to the satisfaction of designated Town Inspectors by the holder of the permit, the permit shall be continued in force.
- *Applicant certifies that all current property taxes due on its licensed premises are paid if property is owned by the Applicant.*
 - *Applicant agrees to permit the Town to periodically verify the accuracy of information contained in this Application and agrees to provide information requested to verify the accuracy of the information and the Certifications contained in this Application.*

I have read and fully understand the above rules and regulations applying to the approval of this permit.

Dated _____, 20____ By: _____
 (Signature)

(Print Name & Address) _____