

SIDEWALK CAFÉ APPLICATION FORM

Updated: March, 2023



CONTACT INFORMATION

Applicant's Name		Property Owner	
Company		Company	
Applicant's Home Address		Owner's Mailing Address	
Applicant's Phone #		Owner's Phone #	
Applicant's Email		Owner's Email	

SIDEWALK CAFÉ INFORMATION

Proposed Sidewalk Café Address: _____

Nearest Intersection: _____ Current Use of Property: _____

Total size of proposed Sidewalk Café: _____ Number of tables and chairs proposed: _____

Estimated Project Cost: \$ _____ Hours/Days of Operation: _____

Food Service Permit Number issued by Environmental Health Department: _____

I have read and understood the *City of San Marcos Streetscape Improvements Manual*, and *Ordinance 2015-01* which covers responsibilities, design guidelines, and technical requirements.

DESIGNER INFORMATION

(If Known):

Designer Name: _____ Firm: _____

Phone: _____ Email: _____

AUTHORIZATION

I certify that the information on this application is complete and accurate. I understand the fees and the process for this application. I understand my responsibility, as the applicant, to be present at meetings regarding this request.

App Fee: \$250

Technology Fee: \$15

Sidewalk Cafe Annual Fee (to be paid at time or renewal): \$450

Submittal of this digital Application shall constitute as acknowledgment and authorization to process this request.

APPLY ONLINE – WWW.MYGOVERNMENTONLINE.GOV



CHECKLIST FOR SIDEWALK CAFÉ APPLICATION

The following items are requested for consideration of this application. These and additional items may be required, at the request of the Department, in order to determine the application complete and filed.		Comments
<input type="checkbox"/>	<p>Pre-development meeting with staff is <u>required</u> unless waived by the Responsible Official</p> <ul style="list-style-type: none"> Please visit http://sanmarcostx.gov/1123/Pre-Development-Meetings to schedule, or email planninginfo@sanmarcostx.gov with any questions. 	
<input type="checkbox"/>	Completed Application for Sidewalk Café	
<input type="checkbox"/>	<p>Site Plan: a dimensioned site plan for the proposed sidewalk café installation. This can be digital or hand-drawn. Please reference the Streetscape Improvements Manual for requirements and an example. Please include the following:</p> <ul style="list-style-type: none"> Dimensions of existing sidewalk width and distances between sidewalk furniture and obstructions (e.g. fire hydrants, utility poles, trees, utility boxes) Location of entrances and exits to the business hosting the sidewalk café Location and number of tables, chairs, seating area, and landscaping Location of any proposed curbside fencing (required if serving alcohol) Dimensions of the Host's building frontage Notations of Americans with Disabilities Act (ADA) - compliant seating area. 	
<input type="checkbox"/>	<p>Additional Design: Provide information regarding seating, fencing, and material within the sidewalk café:</p> <ul style="list-style-type: none"> Include proposed materials and any amenities Indicate security feature for tables/chairs: whether removed at night or locked and secured. <p>Provide drawings to describe your proposed project (optional)</p>	
<input type="checkbox"/>	Authorization: Provide authorization for the owners of property and businesses abutting proposed sidewalk café	
<input type="checkbox"/>	TABC Permit, Conditional Use Permit, Alcohol: If alcohol is proposed within the sidewalk café, an approved Conditional Use Permit and proof of TABC license will be required.	
<input type="checkbox"/>	Completed License and Maintenance Agreement	
<input type="checkbox"/>	Proof of Insurance	
<input type="checkbox"/>	Surety Bond (if applicable – for bolting into sidewalk)	
<input type="checkbox"/>	Application Filing fee \$250 Technology Fee \$15 Annual Fee \$450	
<p>**San Marcos Development Code Section 2.3.1.1(C): “Every application accepted by the responsible official for filing shall be subject to a determination of completeness...the responsible official is not required to review an application unless it is complete...”</p>		