



CITY OF SAN ANTONIO

DOWNTOWN OPERATIONS DEPARTMENT

P. O. BOX 839966

SAN ANTONIO TEXAS 78283-3966

PHONE: (210) 207-3677

SIDEWALK CAFÉ PERMIT APPLICATION

Property Owner

Tenant / Lessee

Applicant Name (Type or Print): _____

Name of Establishment: _____

Address: _____

City/State/Zip: _____

Phone No: _____ Fax No: _____

Email Address: _____

Signature: _____ Date: _____

Total area to be used for sidewalk café: _____ square feet.

Annual Permit Fee: \$ _____

■ < 250 square feet ~ \$250.00 annual permit fee

■ 250 – 500 square feet ~ \$500.00 annual permit fee

■ > 500 square feet ~ \$750.00 annual permit fee

Will liquor be sold or consumed in the sidewalk café? Yes No

Attach to this application:

- Photograph of area for sidewalk cafe
- Site Plan (minimum 8 ½" X 11") to include:
 - Clearly identified measurements
 - North arrow & property lines
 - Name of adjoining streets
 - Width of sidewalk adjacent to café
 - Outdoor seating plan
 - Location of building entrances
 - Location and dimensions of proposed area for café use (add sidewalk width remaining for public pedestrian access; minimum of 6 feet required)
 - Location & dimensions of existing improvements (e.g., fire hydrants, traffic signs, light poles, benches, tree pits)
 - Location & dimensions of any proposed improvements in the sidewalk area associated with the sidewalk café (e.g., chairs, tables, fences, umbrellas,

planters, bollards, outdoor furniture, signs, etc. Applicant is required to obtain approval from Historic and Design Review Commission (HDRC) for improvements.

- Copy HDRC approval
- Insurance: Letter from an insurance agent agreeing to provide coverage (as described in Policies & Procedures for Sidewalk Cafes in the Downtown Area) if applicant is approved for sidewalk café permit
- Copy alcohol license/permit (if applicable) Applicant is responsible for obtaining from the Texas Alcoholic Beverage Commission (TABC).
- Letter of Authorization
 - Signed by property owner of food-service establishment location