

**STREETS SIDEWALK CAFE REVIEW APPLICATION  
RIGHT OF WAY UNIT  
PAGE 1 OF 2**

Date: - - 2015

<b>BUSINESS INFORMATION (PLEASE PRINT)</b>			
Business Name:		For Resubmissions: ROW Unit Log No 20 -	
Contact Person Name: First	Middle	Last	Suffix
Address (include State Route Numbers):			
Additional Street Frontages (include State Route Numbers):			
<b>OWNER INFORMATION (PLEASE PRINT)</b>			
Contact Person Name: First	Middle	Last	Suffix
Address:			
Phone# ( ) -	Fax# ( ) -		
Company:		Email:	
<b>DESIGN PROFESSIONAL OF RECORD (PLEASE PRINT)</b>			
<i>Note: Plans not prepared by a design professional are subject to a 90 day review and site inspection period.</i>			
First	Middle	Last	Suffix
Address:			
Phone# ( ) -	Fax# ( ) -		
Company:		Email:	
Relationship to Owner		Pennsylvania License Number	
Architect / Landscape Architect / Engineer			
<b>APPLICATION QUESTIONNAIRE &amp; SUBMISSION CHECKLIST</b>			
Included	Approved	Rejected	<i>The following information is REQUIRED for all submissions to the Streets Department, Technical Services Counter, for review and approval. Applications not meeting the criteria below will be deemed Administratively Incomplete and returned to the applicant.</i>
			One (1) Completed Plan Review Application
			One (1) Cover letter, explaining the nature of the proposed sidewalk café.
			One (1) CD, including all submission materials in PDF format.
			Three (3) full sized paper plans, meeting the requirements listed below.
			A completed application for Encroachment Legislation and completed Plan Review Checklist No. 4 will be required for proposed sidewalks cafés not permitted by § 9-208(2) of the Philadelphia Code.

*The applicant is advised that additional information will be required by the Departments of Licenses & Inspections. Such documents will not be retained by the Streets Department, if submitted. By signing below, the applicant acknowledges the guidance provided and accepts responsibility for obtaining a license prior to establishing the proposed sidewalk café.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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Included	Approve	Rejected	<b>SIDEWALK CAFÉ PLAN REQUIREMENTS</b>
			<p>Submit an aerial view Site Plan which:</p> <ul style="list-style-type: none"> <li>○ Dimensions all items in the right of way that require Streets Department review and approval, and includes length, width, height, and distances from curb and property lines.</li> <li>○ Identifies and labels items either "PROPOSED" or "EXISTING"</li> <li>○ Is drawn to a minimum scale of 1/8 inch per foot or 1/10 inch per foot</li> <li>○ Includes all required information on the same drawing</li> <li>○ Is of a professional quality</li> </ul>
			<p>Show all existing and proposed sidewalk café areas. Show these areas as a shaded rectangle that will include all tables, chairs, heaters, signs, etc. Complex geometric areas will not be permitted. All corners must be delineated by use of permanent metal plaques; paved with tinted concrete or pavers; or the existing pavement may be stained. Paint is not acceptable in any circumstance.</p>
			<p>Show curb-lines (including corner radii), right of way and property lines</p>
			<p>Provide roadway information in accordance with Standard Detail PP0101 (Roadway Symbols and Abbreviations Standard)</p>
			<p>Show all transit stops, sewer vents, and ventilation grates.</p>
			<p>Show all doors, outdoor steps and areaways (egress wells, bilco doors, etc).</p>
			<p>All driveway curb-cuts shall be located relative to the curb-line(s), dimensioned (width) and labeled "PROPOSED" or "EXISTING". All proposed conditions are subject to additional approval.</p>
			<p>Show all existing street furniture at the project location including those at adjacent properties. Some examples of street furniture are trees, fire hydrants, inlets, traffic signs and signals, poles with streetlights, manholes, steps, ventilation grates, valve boxes, sewer vents, bike racks, and etc</p>
			<p>Identify the required minimum furnishing zone, and walking zones, per §11-900 (Complete Streets Policy) and §9-208 (Sidewalk Cafes) of the Philadelphia Code.</p>
			<p>Provide the hours of operation, in accordance with §9-208 and as may be agreed upon between the applicant and the community.</p>
			<p>Include a minimum of two (2) photographs showing the existing conditions at the site. The photographs shall provide a parallel and perpendicular view of the location relative to the roadway/sidewalk.</p>
			<p>Approval for all encroachments, street furniture, driveways and parking lot layouts must be obtained by the Streets Department Right of Way Unit. Applications, or prior approval documentation, must be provided where applicable.</p>
			<p>Provide space sufficient for all approval stamps (5"w x 4"h stamp is typical)</p>
			<p>Include the following mandatory notes:</p> <ul style="list-style-type: none"> <li>• <i>The placement or maintenance of this sidewalk café will not impede or endanger pedestrian travel, or obstruct or interfere with the installation or maintenance of underground utilities.</i></li> <li>• <i>Tables, chairs, heaters, signs, and other appurtenant encroachments will only be placed within the proposed café areas shown on the approved plan.</i></li> <li>• <i>No decks, rails, or other permanent encroachments will be installed, except as may be approved and explicitly stated within a signed ordinance of City Council.</i></li> </ul>
			<p>Plans should be prepared, signed and sealed by a design professional licensed in the Commonwealth of Pennsylvania. Plans <i>not</i> prepared accordingly will be subject to a 90 day review and site inspection period, in order to verify the accuracy of the submitted plan.</p>

*Due to the complexity of some applications, the City reserves its right to require additional information.*