

Checklist

Application for Outdoor Dining is on (check one):

Private property _____

Public property _____

If you have received **previous approval:**

- Application fee & original signed application only

If you have received previous approval but are **making changes** to your plans, or if this is your **first time applying:**

- Application fee & original signed application

- **3 copies of current Plat of Survey:**

Original copy to scale including the legal description of the subject property and accurately depicting all existing structures, top of foundation elements, site improvements, and easements.

- **Furniture specifications:** If you are changing the furniture and equipment (in accordance with the Glen Town Center criteria)

Outdoor dining operations must comply with all requirements of Sec. 98-202 of the Municipal Code.



The Village of
Glenview

2500 East Lake Avenue
Glenview, IL 60026-2600

Phone: (847) 724-1700

Fax: (847) 724-1752

REQUIREMENTS APPLICABLE TO ALL OUTDOOR DINING USES:

1. Permissible hours of operation shall be 7:00am to 11:00pm Sunday through Thursday and 7:00am to midnight Friday and Saturday.
2. Tables, chairs and other equipment used for Outdoor Dining shall not interfere with pedestrian or vehicular flow or access to the building.
3. The appearance of Outdoor Dining furniture and equipment is administratively approved if it is in accordance with the Glen Town Center criteria.
4. New Outdoor Dining requests are subject to a mailed notification to adjacent property owners.
5. Between December 1st and March 31st, tables and chairs used for outdoor dining on the public right-of-way must be stored in an indoor location not within public view, approved by the Glenview Fire Prevention Bureau.
6. Applicants who desire to serve alcoholic beverages in connection with this permit must have an approved liquor license.
7. For renewals, the Village of Glenview will perform at least 1 inspection throughout the Outdoor Dining Season.
8. For new applications, once you have received formal approval, please call (847) 904-4320 to schedule an inspection. This should be scheduled once your outdoor dining furniture is established in its approved location.

AN INCOMPLETE APPLICATION WILL CAUSE DELAYS.

Outdoor Dining Application Form

Application Fee: \$50.00

Community Development Department

Planning Division

Phone: (847) 904-4307

Fax: (847) 724-1752

Apply online at:

<https://glenview.onlama.com/apply.aspx>



The Village of
Glenview



OUTDOOR DINING APPLICATION

Establishment Information

Establishment Name: _____ Establishment Address: _____
Phone: _____ Fax: _____
Number of Tables Existing: _____ Number of Tables Proposed: _____
Number of Chairs Existing: _____ Number of Chairs Proposed: _____
Current Occupant Load: _____ Proposed Occupant Load: _____

Property Owner Information

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Email: _____ Phone: _____ Fax: _____
Property Owner Signature: _____

Business Owner Information

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Email: _____ Phone: _____ Fax: _____
Business Owner Signature: _____

For Outdoor Dining on Public Sidewalks

As Applicant for a **Permit for Outdoor Dining on a Public Sidewalk**, we (I) agree to comply with the above requirements. In addition, we (I) agree to defend, indemnify, and hold harmless the Village of Glenview, their officers, officials, agents, and employees against all injuries, death, loss, claims, suits, liabilities, attorney's fees, costs and expenses for personal injury and property damage which may, in any way, arise as a result or in consequence of an injury to person or property resulting from the use of an outdoor dining facility on Village right-of-way, parkway, or other public property. Applicant acknowledges, understands, and agrees that, as a condition precedent to the issuance by the Village of a permit for outdoor dining, Applicant must provide a policy of insurance that names the Village of Glenview as an additional insured with Applicant, with minimum liability limits of \$3,000,000 for the general aggregate and \$1,000,000 for each occurrence. The insurance company issuing the policy of insurance naming the Village as an additional insured must have a Best rating of A 7.

Signature of Applicant: _____ Date: _____