



# Village of Cooperstown

22 MAIN ST. P.O. BOX 346 COOPERSTOWN, NY 13326 (607) 547-2411 • FAX (607) 547-5487

## APPLICATION FOR AN OUTDOOR EATING AREA

*It is the responsibility of the applicant to complete this form in its entirety, including all required attachments, and supporting documents. Failure to submit a complete application will result in the denial of a license agreement for an outdoor eating area.*

### PROPERTY INFORMATION

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### APPLICANT INFORMATION

Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Local Address: \_\_\_\_\_

Permanent address: \_\_\_\_\_

Phone: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_

### OWNER INFORMATION

*(complete only if applicant is not the owner of the property)*

Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

### THE FOLLOWING ITEMS MUST BE INCLUDED WITH THE APPLICATION:

*Incomplete applications will **NOT** be processed, application fee will be forfeited and no license agreement will be issued.*

- A) **Annual license fee** of \$20.00 per seat with a maximum fee of \$200.00 per business. **The Board of Trustees has waived this fee for the 2024 season.**
- B) **Copy of Permit from Department of Health**
- C) **Certificate of Insurance** naming the Village of Cooperstown as additionally insured with coverage of \$2,000,000 aggregate, \$1,000,000 occurrence.

- D) **A site plan drawn to scale** showing the applicant's property and the adjacent sidewalk area to be used; the designated outdoor eating area; the location of access points to be used by employees and/or patrons in entering or exiting the building in which the restaurant is located; all temporary structures, equipment, and apparatus to be used in connection with its operation, including but not limited to tables, seating furniture, umbrellas, planters, temporary fences, lighting, and electrical outlets (if any); provisions for the storage of such items; and the location of any fire hydrants, plug or standpipe, utility pole, parking meter station, planter or other permanent fixture between the adjacent building and the curb, including a clear indication of the presence of the required pedestrian passageway.
- E) **Descriptive or Visual Material** indicating the appearance and materials of all components, including but not limited to including but not limited to tables, seating furniture, umbrellas, planters, temporary fences, and decorations, to be used and explanation of how such furniture or fixtures shall be stored or secured during nonoperational hours.
- F) **A Statement of Seating Capacity** of the proposed outdoor eating area and of the existing restaurant operated by the applicant in the adjacent building (an increase to the number of seats outdoors shall require a new application).
- G) **A Copy of Liquor License** if alcoholic beverages will be served.

*\*\* Please note that each of the above items must be **included with EVERY application even if you have submitted these items previously**. The Village Clerk will **NOT** look up information from a previous year. If you anticipate your information remaining the same we recommend that you keep a copy for your records to ease in your application process.*

#### **APPLICANT AFFIRMATION**

I, the undersigned, do hereby affirm that the information contained in this application is true to the best of my knowledge, and I further understand that intentionally providing false or misleading information is grounds for immediate denial of my application.

I have made myself familiar with Local Law 3 of 2014 regarding the establishment of Outdoor Eating Areas as well as the local Zoning, Sign, and Vending laws. I will follow all laws as they pertain to my business and outdoor eating area. **I hereby attest that neither I nor the associated restaurant has been subject to a zoning, vending, merchandise display or outdoor eating violation within the last twelve months.**

Furthermore, I understand that the application must be complete in its entirety, including all supporting documents, before it shall be reviewed for approval. (Documents from a previous submission will not be looked up to support this application.) I understand that the submission of an application is not a license agreement and said use shall not start until a license agreement has been issued.

\_\_\_\_\_  
Signature (applicant)

\_\_\_\_\_  
Date

#### **PLEASE NOTE:**

- The Village of Cooperstown has 65 days to review and act upon this application.
- Outdoor Eating Areas require an annual permit.
- The annual permit is valid from April 1 to November 1 of a given calendar year.
- All supporting documents must be included with the application for the request to be considered.
- The Village Clerk's Office will NOT look up information from a previous application to facilitate completing this application.