



CITY OF FRANKFORT
Planning and Community Development
P.O. Box 697
Frankfort, Kentucky 40602
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www.frankfort.ky.gov



APPLICATION FOR TEMPORARY ENCROACHMENT CAFÉ PERMIT

Date: _____ (permit shall expire April 30)

Requested by: Name: _____ Phone Number: _____

Address: _____

Business Name: _____

Owner information: Name: _____

(if different than applicant) Address: _____

Alcohol sales: Yes [] No []

Hours permitted: Monday, Tuesday, Wednesday 11:00 AM – 10:00 PM
Thursday, Friday, Saturday 11:00 AM – 11:00 PM and Sunday 1:00 PM – 10:00 PM

Required Supplemental Information:

1. Copy of City of Frankfort Business License.
2. Proof of current liability insurance for both the licensee and the City of Frankfort, for a minimum amount of one million dollars (see Ordinance 12, 2018 for more specific information).
3. Diagram of the permitted area, showing locations and dimensions of the layout, all proposed encroachments and all publicly owned benches, tables, or other existing objects within the area.
4. Proof of adjoining tenant and property owner approval for any encroachment areas expanding 20' in front of adjoining non-eating/drinking business.
5. Proof of ABC license(s) if serving alcohol, health department permits, or other permits for the business involved.
6. \$50 fee, payable to the City of Frankfort.
7. Sign and agree with the conditions of approval-attached.

Owner/Applicant attests that they have read and understand the requirements contained herein and further attests that they meet all regulations and requirements prior to locating objects within the public right of way.

 Applicant Signature Date

STAFF PERSONNEL ONLY

Zoning District: _____
 Documentation completed and in accordance with Ordinance 12, 2018 Series? Yes [] No []
 Requested Location and Application is hereby: Approved [] Denied []
 Comments:
 Signature _____ Date _____



City of Frankfort
CONDITIONS FOR OUTDOOR
CAFES ON PUBLIC SIDEWALKS

Application/permit # _____ **LOCATION:** _____

PLANNING & ZONING REVIEW: _____ All requirements of the café permit Ordinance (attached) shall be adhered to and maintained. Failure to maintain all requirements, plus the conditions below shall make this permit null and void. This temporary permit is approved with the following conditions:

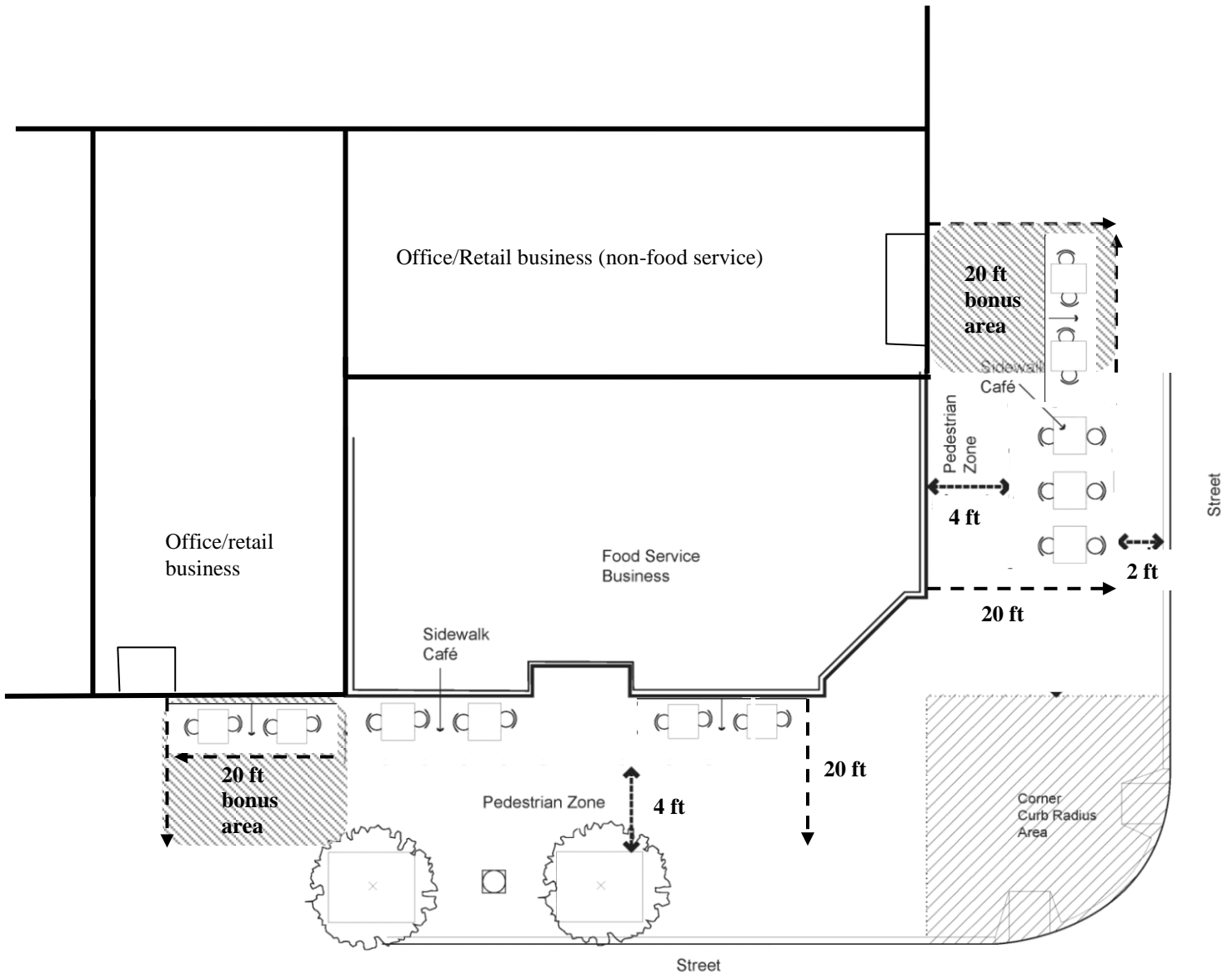
1. The permit is valid for one year (from **May 1, to April 30**, unless revoked prior by the City of Frankfort.
2. Any related items shall not block pedestrian access along the sidewalk of four (4) feet in width along the building. Applicant shall not place any items on any portion of the public property, other than within the permitted area as shown on the approved plans.
3. Place anything around the perimeter of an area occupied by tables and chairs which would have the effect of forming a physical or visual barrier **unless otherwise required by the State Department of Alcoholic Beverage Control**.
4. The permit shall be specifically limited to the area shown on the diagram attached to and made part of the permit.
5. Sound or permit the sounding of any device on the public property or operate any loudspeaker, public address system, radio, sound amplifier or similar device which produces noise louder than that of ordinary conversation, except during special community events
6. No cooking equipment has been requested or approved to be left out overnight.
7. Applicant shall promptly pick up, remove and dispose of all trash or refuse within the permitted area.
8. The permit issued shall be personal to the applicant only and shall not be transferable.
9. The permit may be suspended by the administrator when necessary to clear the public property for public safety or for a “community or special event”
10. The administrator may require the temporary removal of items within the encroachment areas when street, sidewalk, common areas, or utility repairs necessitate such action.
11. No additional signage has been requested or approved with this permit.
12. No outdoor seating authorized herein shall be used for calculating seating requirements pertaining to location of, applications for, or issuance of an alcoholic beverage control license for any establishment, or be used as the basis for computing required off-street parking.
13. The issuance of a permit does not grant any property right or infer vested rights to use of the area by the permittee. The City of Frankfort retains the right to deny the issuance of a permit or the renewal of a permit per the ordinance.
14. The City of Frankfort retains the right to suspend the privilege of using glass containers within the encroachment area during festivals and events and when streets are closed. The privilege of using glass containers will be revoked if an incident jeopardizes the health, safety, and welfare of customers or the general public. Repeated offenses may result in revocation of the encroachment permit.
15. The serving and consumption of alcoholic beverages will be as limited by the Kentucky Department of Alcoholic Beverage Control, in addition to the café permit ordinance.
16. Menu/ food are offered during the times to which the café is open to the public.
17. Other conditions: _____

OWNER/APPLICANT SIGNATURE

City Official

date

Clarifying site plan layout:



* **20' BONUS AREA** may be requested when shown on the plan and the applicant has obtained written approval from both the tenant and owner of the adjoining property. This area is only available when the use on the first floor is a non-food service (eating & drinking) business. This bonus area can be revoked by the owner or tenant at any time and no fees may be charged in using such bonus area to the food service business. No items may block any entrance associated with the café permit.

Site plan requirements:

