



CITY OF ST. JOSEPH
City Clerk's Office
700 Broad Street
St. Joseph, MI 49085
Phone (269)983-6325
www.sjcity.com

Downtown Sidewalk Amenities Temporary Encroachment Application

Please print legibly. Do not leave any section blank.

Property Information

Property Address: _____

Business Name: _____

Applicant Information

An LLC or corporation must provide a copy of Articles of Incorporation. If the applicant is not the property owner, written permission from the property owner is required.

Name of Applicant: _____

Relationship to Business: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

E-mail Address: _____

Name of Property Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Site Information

Width of individual store front facing the street: _____

Proposed Temporary Display of Equipment

Identify the amenity, size and quantity of items proposed to be placed on the public sidewalk:

<u>Item</u>	<u>Quantity</u>	<u>Size</u>
Table:	_____	_____
Chairs:	_____	_____
Benches:	_____	_____
Sandwich Board (1 max):	_____	_____
Planters/Pots:	_____	_____
Other, please explain in detail: _____		

*Sandwich boards may be displayed year-round and must be placed indoors at closing.

Other Information

Please verify that the following items have been completed and are included with the application:

_____ Site Plan.

A sketch on paper no smaller than 8 1/2" x 11" shall clearly show the following:

1. Width of space facing sidewalk;
2. Location and placement of entrance(s)/exit(s) into the space;
3. Dimension of public sidewalk from building to edge of sidewalk;
4. Location of all public items in front of or adjacent to the space; such as: fire hydrant; bike rack; light and or utility pole; tree grates or trees; raised planters; planter pots; alleys; driveways or wheelchair ramps
5. Proposed location of all items to be placed on the public sidewalk in front of or adjacent to the tenant space. Items include: temporary benches; tables; chairs; sandwich boards (which are stored indoors at time of closing); planters; etc. Please refer to the Downtown Sidewalk Amenities Temporary Encroachment Policy, last updated August 2021 for detailed information regarding approved items and placement on the public sidewalk.

_____ Photographs may be included if believed helpful.

_____ Certificate of General Liability Insurance. The City requires that the applicant must provide evidence that it has a comprehensive general liability insurance policy in an amount no less than \$1 million per occurrence with an Endorsement to the Policy, naming the City of St. Joseph as additional insured. Language to state **“City of St. Joseph and its officers, employees and agents as additional insured”, in the amount of no less than \$1 million per occurrence.**

Certification

The Applicant certifies and acknowledges and agrees that:

- A. The Applicant understands this application is for the temporary placement of benches, table, chairs, sandwich boards, planters, sandwich boards and all other amenities to be placed in the City’s right-of-way in order to create an attractive streetscape, enhance the economic and social vitality of the downtown, and to foster pedestrian and retail friendly activities in the Downtown District. NO “FOR SALE” ITEMS WILL BE PERMITTED. No items shall be placed on the public sidewalk until a permit has been issued;
- B. The statements contained in this application are true and correct to the best of the Applicant’s knowledge and belief. The owner of the subject property, if different from the applicant, states that they consent to the filing of the application and that all information contained is true and correct to the best of their knowledge;
- C. The Applicant understands that an incomplete or nonconforming application will not be considered. In addition, the Applicant understands that the City may require additional information prior to the consideration of this application;
- D. The Applicant shall make the property that is subject of this application available for inspection by the City at reasonable times;
- E. If any information provided in this application changes or becomes incomplete or inapplicable for any reason following submission of this application, the Applicant shall submit a supplemental application or other acceptable written statement containing the new or corrected information as soon as practicable but not less than five (5) days following the change, and failure to do so shall be grounds for denial of the application;
- F. The Applicant understands that if the application is approved with conditions, those conditions and site plan will need to be met as part of any permit issued;
- G. The Applicant agrees that all items approved to be placed in the public right-of-way will be available to the general public and will be maintained in accordance with the most current Downtown Sidewalk Temporary Encroachment Policy.
- H. The Applicant acknowledges receiving and reading the most current Downtown Sidewalk Temporary Encroachment Policy.
- I. The Applicant agrees to hold the City of St. Joseph harmless from any and all liability, loss, claim, cost or damage which may be incurred or imposed upon it, including defense costs and attorney fees that arise in connection with the act for which the permit was issued.
- J. The Applicant agrees to maintain the required General Liability Insurance in the amount of \$1 million per occurrence along with an Endorsement to the Policy, naming the City of St. Joseph as additional insured at all times.

On the _____ day of _____, 20_____, I/We have read the above certification, understand it, and agree to abide by its conditions.

Signature of Applicant or Authorized Agent

Name of Applicant or Authorized Agent