

Sidewalk Café Package

TOWNSHIP OF CRANFORD - ZONING OFFICE

8 Springfield Avenue - Cranford, NJ 07016

Phone: (908) 709-7216 ▪ Fax: (908) 276-7664



Re: Sidewalk Café Permits

Dear Cranford Business Owner:

If you are planning to offer your patrons the enjoyment of dining at a sidewalk café, please complete the enclosed Sidewalk Café Permit Application and return it to the Township's Office of Planning and Zoning, along with:

- A copy of your Certificate of Liability Insurance, which must name the Township of Cranford as an *additional insured* with a minimum of \$1,000,000.00 in Commercial General Liability.
- A hand-drawn (or digital) sketch that shows the proposed location and layout of the sidewalk café. Please indicate number of tables and distance from curb, clearly noting a minimum of four feet open access for pedestrian traffic.

Please also be sure to read the attached sidewalk café code and café guidelines.

Upon approval of your application the Zoning Officer will issue your permit, to be displayed in public view.

If you have questions about this process, you are most welcome to call us at 908.709.7216.

Happy Dining!

Office of Planning and Zoning

Sidewalk Café Permit Application

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Please print all information:

1. Business Information

Business Name: _____

Business Address: _____ Block: _____ Lot(s): _____

Business Owner's Name: _____

Business Phone#: _____ Cell Phone# (Optional): _____

E-Mail Address (Optional): _____ Web site (Optional): _____

Would you prefer to receive this form by email next year? Yes No

Business Days/Hours: _____

2. Sidewalk Café Specifics

Number of Outdoor Tables: _____ Number of Chairs: _____

Umbrella(s): Yes No If yes, how many: _____ Menu Board: Yes No

Barricade/Screening Type: _____

Submit completed form with a copy of liability insurance and proposed layout to:

Township of Cranford ♦ Zoning Department

8 Springfield Avenue ♦ Cranford, NJ 07016

OFFICE USE ONLY

Date Received: _____ Application No.: _____

Proof of Liability Insurance Submitted: Yes No

Township of Cranford Insured: Yes No

Code-Compliant Plan Submitted: Yes No

Date Approved: _____ Permit No.: _____

§ 367-12 Sidewalk cafes.

Any eating establishment or restaurant ("eating establishment") located in the Special Improvement District established by Chapter 355 of this Code or located in the D-C Downtown Core District, D-B Downtown Business District, VC Village Commercial District or NC Neighborhood Commercial District may, upon application for and issuance of a permit pursuant to this section, utilize part of the sidewalk in front of its place of business for a sidewalk cafe.

- A. Application for the sidewalk cafe permit created under this section and operation of any sidewalk cafe shall be in accordance with rules and regulations established by the Downtown Business and Economic Development Office or as created or modified by resolution of the Township Committee. A sidewalk cafe is defined as any space in between the curblineline and the front of any qualified eating establishment utilized to accommodate tables and chairs for patrons to utilize.
- B. Application for such permit shall be made to and such permits shall be granted by the Zoning Officer.
- C. A permit shall be granted only if the proposed sidewalk cafe conforms to the following:
 - (1) The cafe shall be confined to the area directly in front of the existing eating establishment, unless written permission of any adjacent property owner and ground floor occupant shall be submitted and filed with the application.
 - (2) Any cafe shall not interfere with access to the building entrance or exit, any basement entrance or any fire hydrant, bus stop, parking meter or public alleyway.
 - (3) A minimum of four feet from the curblineline must remain open to maintain pedestrian access and must remain free from any obstructions, including existing utilities, fire hydrants, street trees, light poles, etc. and/or from temporary obstructions such as garbage cans or wait staff. Existing obstructions such as utilities may negate the suitability of a site for the placement of a sidewalk cafe.
- D. Applicants shall be required to provide a plan highlighting the layout of the proposed sidewalk cafe. This plan must include the placement of tables, chairs, barriers, planter boxes, street utilities and/or street furniture, and the requisite four-foot walkable path from the curblineline to the cafe area in relation to the building facade and any doorways to the primary restaurant area.
- E. Applicants shall be required to submit proof of liability insurance for the proposed sidewalk cafe, naming the Township of Cranford as an additional insured, with minimum limits of liability in an amount established in the rules and regulations.
- F. The sidewalk cafe permit shall be an annual permit. There shall be no fee for the permit. Use of the premises for sidewalk cafes shall be permitted seasonally and only as prescribed in the rules and regulations.
- G. The rules and regulations established pursuant to this section shall be filed with the Township Clerk and available for public inspection.
- H. Any sidewalk cafe permit may be suspended or revoked by the Zoning Officer or by the Township Committee upon a violation of this section or the rules and regulations. Revocation of the permit can also take place if the sidewalk cafe is deemed to create an unsafe condition. Such

suspension or revocation shall be in writing and delivered personally or mailed by certified mail to the permit holder at the address set forth in the application.

- I. Any suspension or revocation issued by the Zoning Officer may be appealed to the Township Committee within 15 days of the mailing of such notice.
- J. The granting of a permit under this section shall not be construed to permit any activity otherwise prohibited by this Code or by other law.
- K. Notwithstanding the provisions of §§ 143-10 and 143-11 of this Code, consumption of permitted alcoholic beverages shall be allowed at a sidewalk cafe holding a valid permit under this section as follows:
 - (1) Consumption of alcoholic beverages shall be permitted only at sidewalk cafes with wait staff serving patrons.
 - (2) Beer and wine shall be the only permitted alcoholic beverages to be consumed at permitted sidewalk cafes which do not hold alcoholic beverage control licenses.
 - (3) No alcoholic beverage control licensed premises may serve alcoholic beverages at a sidewalk cafe until and unless the licensee shall have applied for and received approval of a place-to-place transfer of its license for expansion of its premises to include the sidewalk cafe area.
 - (4) Nothing contained in this subsection shall be construed to permit service or consumption of alcoholic beverages at any time or at any place or in any manner other than as permitted under this subsection and the rules and regulations promulgated hereunder.

General Rules for Sidewalk Cafes

1. The outdoor café will be permitted following receipt of permit.
2. The café cannot extend past side property line (without written permission from a neighboring store/property owner) or interfere with access to entrance/exit, basement entrance, fire hydrant(s), bus stop, parking meter(s), or public alleyway.
3. A minimum of four (4) feet from curb line must remain open to maintain pedestrian access.
4. Platforms are prohibited.
5. A temporary barricade must be provided to separate the café from the sidewalk. Suggestions are: Planters, railings, or ropes with posts.
6. It is prohibited to locate a café over manhole covers, sewer vents, sidewalk elevators, etc.
7. All café materials must be removed from the public right of way at closing of each day. The maximum closing hour is 11 pm.
8. Menu boards or additional sidewalk signs must meet required guidelines. (Guidelines enclosed)
9. Proof of liability insurance must be submitted naming the Township of Cranford as an additional insured on the certificate of insurance. The minimum amount of liability is \$1,000,000. A copy of the certificate will be kept on file with the application.
10. Health codes for outdoor cafés must be adhered to.
11. Food service outlets must provide proper waste and recycling receptacles. Township receptacles are not provided for this purpose.
12. Any sidewalk café permit may be suspended or revoked by the Zoning Officer or by Township Committee upon a violation of this ordinance or rules and regulations. Such suspension or revocation shall be in writing and delivered personally or mailed by certified mail to the permit holder at the address set forth in the application. Any suspension or revocation issued by the Zoning Officer may be appealed to the Township Committee with fifteen (15) days of the mailing of such notice.

Guidelines for Sidewalk Signs & Sandwich Board Signs

Sidewalk signs, when designed well, can add to the interest and attractiveness of the shopping district and become an indication of quality; when designed and built badly they can diminish the overall appearance of the downtown and are a sign of a district that is discount-oriented. As a business owner, you understand the importance of appearances, your façade, sign and display windows are the first and best form of advertising for your business.

In order to meet these goals for your business and the downtown, sidewalk and sandwich board signs should meet these criteria:

- Sign must not block the pedestrian way. The maximum width of a sign should not exceed 24 inches.
- Sign should be considered as part of the store's total signage scheme and be designed to compliment the building appearance.
- Sign should be designed in a scale that is compatible with all sidewalk furniture; therefore maximum height of the sign should not exceed 30 inches and the overall height, including a support frame, cannot exceed 5 feet.
- Four materials are acceptable: painted wood, painted metal (with professionally painted message), chalkboard or dry-erase board.
- In order to assure safety, stability and the appearance of quality, these types are acceptable: two sandwich boards that support each other (A-frame type made of wood or metal), frame similar to an artist easel or silhouette image.
- Colors can be vibrant and should compliment the colors of the building, awning and sign.
- Sign can be located in one of three places: adjacent to the building, entrance alcove or adjacent to the curb. Sign should be place in a well-lit area. The sign cannot block pedestrian movement, benches, and access to parking meters or car doors.
- Sign is only permitted in front of the business it advertises and may be displayed only during hours of operation.
- Only one sign is permitted for each business.

If you have questions or would like to see samples of signs and sandwich boards, please call the Planning & Zoning Department at 908.709.7216.