



# OUTDOOR CAFÉ APPLICATION

NEW APPLICANT     ANNUAL RENEWAL

## APPLICANT INFORMATION

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

Business Address: \_\_\_\_\_ Suite/Unit #: \_\_\_\_\_

Home Address: \_\_\_\_\_ Apt./Suite #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## OWNER INFORMATION

Same as Applicant

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

Owner Address: \_\_\_\_\_ Apt./Suite #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## 24-HOUR CONTACT INFORMATION

Same as Applicant

24 Hour Contact Name: \_\_\_\_\_

24 Hour Contact Address: \_\_\_\_\_ Apt./Suite #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Statement of how the sidewalk dining area will be supervised and maintained:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Required Documents

- \$100 application fee, non-refundable
- Written approval from the owner, if applicant is not the owner of the property abutting the right-of-way.
- Detailed plan showing all proposed activities, all items to be placed in the right-of-way (food service, entertainment, etc.), and actual square footage of ROW to be used.
- Certificate of Insurance not less than \$1 million. The following must be printed on your COI by the insurance provider. It must state in the **Description of Operations** field "The Metropolitan Government of Nashville-Davidson County is listed as the additional insured. In the **Certificate Holder** field, the provider must include the following:

The Metropolitan Government of Nashville-Davidson County  
Metro Legal & Claims, c/o Insurance and Safety Division  
222 3<sup>rd</sup> Avenue North, Suite 501  
Nashville, TN 37206

- Annual fee of \$34.94 per square foot of ROW used.
- I have read and agree to comply with Metropolitan Code 13.32.165.
- I have included all documents listed in the required documents.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

When completed, please submit application and all required documents for review to the NDOT Permit department at [NDOTPermits@nashville.gov](mailto:NDOTPermits@nashville.gov). For more information, call (615) 862-8782.

Provide below an original sketch to scale of the proposed café location showing the layout and dimensions of the existing public area and adjacent private property. Indicate locations of all furniture and objects that will be placed in the café area.

A large grid of graph paper, consisting of 30 columns and 30 rows of small squares, intended for drawing a sketch of a café layout.