



CAFÉ ENCROACHMENT LICENSE APPLICATION INSTRUCTIONS

CITY USE

- _____ ♦ Complete Café Encroachment License application, obtain owner's (property) /petitioner's (business) signatures, and have notarized. ☐
- _____ ♦ A detailed written **legal description** of the property is required. Legal descriptions of properties can be obtained from the Marion County Recorder's Office, located on the 7th floor of the City-County Building at 200 East Washington St, Indianapolis, IN 46204. Legal Description Requirements are attached (Attachment A). ☐
- _____ ♦ Attach one (1) copy of an overall **site plan** (drawn to scale) showing the location of the property, the building, and location and dimensions of the proposed Café. The overall site plan must include an existing use (i.e., utility poles, parking meters, ADA ramps, fire hydrants, etc.) and measurements relative to the proposed café. A sample overall site plan is attached (Attachment B). Please consult **Indianapolis Historic Preservation Commission (IHPC)**, **Regional Center** and **Indianapolis Cultural Trail (ICT)** checklists for other required information, if appropriate. ☐
- _____ ♦ Attach one (1) copy of a **detailed site plan** (drawn to scale) showing the Café and location of all furniture, railings, and equipment to be used. The height of all furniture, railings, and equipment should also be indicated on the plan. The type, material and color of all furniture, railings, barriers and equipment should also be included. A sample detailed site plan is attached (Attachment C). Please consult IHPC, Regional Center and ICT checklists for other required information, if appropriate. ☐
- _____ ♦ If the proposed Café is located within the **Indianapolis Historic District (IHPC)**, you must complete the Regional Center Approval Checklist/Petition (Attachment D) and submit with the completed Café Encroachment License Application. If you already have an existing Certificate of Appropriateness and the setup and materials of your Café has not changed, a copy of the issued Certificate of Appropriateness may be submitted in lieu of a new application to IHPC. Any fee for a new Regional Center approval must be paid at the Department of Metropolitan Development offices in the City-County Building. ☐
- _____ ♦ If the proposed Café is located within the **Regional Center District**, you must complete the Regional Center Approval Checklist/Petition (Attachment D) and submit with the completed Café Encroachment License Application. Regional Center approval can be obtained through Current Planning, 18th floor, City-County Bldg. If you already have Regional Center approval and the setup of your Café has not changed, a copy of the Regional Center Approval Letter may be submitted in lieu of a new application to Current Planning. Any fees for a new Regional Center approval must be paid at the Department of Metropolitan Development offices in the City-County Building. ☐

- _____ ♦ If the proposed Café is located near the **Cultural Trail**, you must receive approval from ICT. Please provide a copy of the ICT approval letter. For more information regarding the Cultural Trail go to www.indyculturaltrail.org

- _____ ♦ Please submit your completed application along with all required items to the address below along with a \$32.00 application fee and \$360.00 license fee. Checks should be made payable to 'THE CITY OF INDIANAPOLIS'.

Department of Business and Neighborhood Services

1200 Madison Ave., Suite 100

Indianapolis, Indiana 46225.

Phone #: (317) 327-8583 Fax #: (317) 327-3125 Email: row@indy.gov

NOTE: A Right-of-Way permit may be required to install encroaching items.

- _____ ♦ We will contact you regarding license approval or denial. If approved, **Café Encroachment License** will then be released/issued. As well as the **Right-of-Way Permit** (if applicable).

NOTE: Current Planning is located on the 18th floor, City-County Bldg. You can obtain the application for Regional Center Approval on-line at:

<https://www.indy.gov/activity/land-use-petition-forms-and-fees> ; you can submit the application and documents to: planningapplications@indy.gov .

**APPLICANT / BUSINESS OWNER / PROPERTY OWNER
IS RESPONSIBLE TO REMOVE ALL CAFÉ ITEMS,
INCLUDED BUT NOT LIMITED TO: TABLES, CHAIRS,
RAILINGS, ETC.**



CAFÉ ENCROACHMENT LICENSE APPLICATION

CASE NUMBER: ENC _____ - _____

PAYMENT: \$ _____

VIO CASE NUMBER: VIO _____ - _____

A. INFORMATION ABOUT BUSINESS BEING LICENSED:

1. CAFÉ ENCROACHMENT NAME: _____

2. CAFÉ ENCROACHMENT LEGAL ADDRESS: _____

3. CONTACT INFORMATION:

	<u>OWNER (PROPERTY):</u>	<u>APPLICANT (BUSINESS):</u>
NAME (CORPORATION/INDIVIDUAL):	_____	_____
ADDRESS:	_____	_____
CITY, STATE, ZIP:	_____	_____
E-MAIL ADDRESS:	_____	_____
PHONE & FAX #:	_____	_____

4. BRIEF DESCRIPTION OF CAFÉ ENCROACHMENT (I.E. WHAT ARE YOU PLACING IN THE CITY RIGHT-OF-WAY?) ATTACH ADDITIONAL SHEETS IF NECESSARY:

CAFÉ NAME: _____ IS THIS AN EXISTING CAFÉ? ☐ Y ☐ N

SQUARE FT OF INTERIOR RESTAURANT: _____ TOTAL SQUARE FT OF CAFÉ: _____

PROPOSED NUMBER OF TABLES: _____ PROPOSED NUMBER OF SEATS: _____

5. LEGAL STATUS OF BUSINESS:

☐ CORPORATION (STATE OF INCORPORATION) _____ ☐ PARTNERSHIP OR
☐ SOLE PROPRIETOR.

B. LENGTH OF TIME APPLICANT INTENDS TO MAINTAIN PROPOSED CAFÉ ENCROACHMENT (LENGTH OF TIME FROM 1-5 YEARS): _____

C. DESCRIPTION OF PROPERTY (ATTACH A LEGAL DESCRIPTION AND THREE (3) SITE PLANS FOR REVIEW) SITE PLANS MUST BE DETAILED AND INCLUDE ANY/ALL NECESSARY INFORMATION.

D. IS THIS WITHIN THE HISTORICAL DISTRICT?: ☐ YES ☐ NO

IF YES, PLEASE ATTACH A COPY OF THE CERTIFICATE OF APPROPRIATENESS AND/OR REGIONAL CENTER APPROVAL APPLICATION PETITION. PLEASE PROVIDE COPIES OF EXISITING APPROVAL IF PREVIOUSLY GRANTED. APPROVAL(S) WILL BE REQUIRED PRIOR TO THE ISSUANCE OF THE ENCROACHMENT.

E. IN ACCORDANCE WITH THE DRAWINGS ATTACHED TO THIS APPLICATION WHICH ARE HEREBY INCORPORATED AS A PART OF THE APPLICATION, THIS APPLICANT RESPECTFULLY REQUESTS THAT HE/SHE BE GRANTED A LICENSE FOR A CAFÉ ENCROACHMENT UPON THE PUBLIC RIGHT-OF-WAY OF THE CITY OF INDIANAPOLIS, INDIANA, AS DESCRIBED ABOVE, AND PROMISES UNDER OATH THAT HE/SHE AND ALL SUCCEEDING TITLE OWNERS OF THE LAND DESCRIBED IN SECTION A, LINE 1 ABOVE, WILL BE BOUND BY ALL CONDITIONS, RESTRICTIONS, AND LIMITATIONS PLACED BY THE CITY UPON SAID LICENSE, IF GRANTED.

SIGNATURE OF PETITIONER (BUSINESS)

PRINTED NAME:

COMPANY NAME & TITLE:

DATE:

INDEMNIFICATION AGREEMENT:

THE APPLICANT SHALL ATTACH HIS/HER SIGNATURE AND DATE TO THIS AGREEMENT BEFORE AN ENCROACHMENT LICENSE WILL BE GRANTED.

THE APPLICANT/LICENSEE HEREBY AGREES TO HOLD HARMLESS AND TO INDEMNIFY THE CITY AS THE RESULT OF ANY ACT OF COMMISSION OR OMISSION ON THE PART OF THE APPLICANT/ LICENSEES, HIS/HERS HEIRS, SUCCESSOR ASSIGNS REGARDLESS OF WHETHER SUCH ACTS ARE THE DIRECT OR INDIRECT RESULT OF THE GRANT OF ENCROACHMENT PURSUANT TO THIS LICENSE.

SIGNATURE OF PETITIONER (BUSINESS)

PRINTED NAME:

COMPANY NAME & TITLE:

DATE:

STATE OF INDIANA)
)
COUNTY OF MARION)

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, THIS _____ DAY _____ 20 ____.

COUNTY OF RESIDENCE

NOTARY PUBLIC SIGNATURE

COMMISSION EXPIRATION DATE

PRINTED NAME

INFRASTRUCTURE SUPERVISOR/MANAGER APPROVAL:

Printed: _____

DATE: _____

TRAFFIC ENGINEERING APPROVAL:

Printed: _____

DATE: _____