

# Application for Use of Public Right-of-Way District B of the Lansing Principal Shopping District

## • Business Extension Permit Application

**Downtown Lansing Inc.**

<b>Introduction</b>	<p>Thank you for being part of the unique and beautiful flavour of Old Town. Please know that we want to keep storefronts in this commercial district special and uniquely yours.</p> <p>This application is required when you are considering the use of the public right of way (sidewalk) within District B of the Lansing Principal Shopping District (PSD). If you are seeking a Business Extension Permit, DLI requires that the furniture, signage, planters and/or other items used in the permitted area is of a high structural quality and well maintained in the interest of public safety.</p>			
<b>What you need to provide</b>	<input type="checkbox"/> Insurance Certificate(s) <span style="margin-left: 200px;"><input type="checkbox"/> A sketch/site plan of proposed usage area</span> <input type="checkbox"/> Details of furniture/sandwich board/items to be used <span style="margin-left: 100px;"><input type="checkbox"/> Permit Fee</span>			
<b>Permit Fee 2016</b>	<p>Sidewalk Café Min. \$100/Max. \$500 or \$10/lineal ft.  Sandwich Board: \$20 flat fee.  Planters or other items: \$10/lineal ft.</p>			
<b>Time Period &amp; Deadlines</b>	<p><b>Sidewalk Cafes are Seasonal</b> (March 15 – November 23)  <b>Other items</b> (year-round)</p>			
<b>Applicant Details</b>	<p>Name: .....  Address: .....  City: ..... Zip Code: .....  Telephone: ..... Email .....</p>			
<b>Property Details</b>	<p>Business Name (If Applicable): .....  Address .....  City: ..... Zip Code: .....  Days of Use: .....  Time of Use: .....</p>			
<b>Permit Details</b> <i>Please Check appropriate box and all that apply</i>	<p><input type="checkbox"/> Business Extension Permit (<input type="checkbox"/> Sidewalk Sale <input type="checkbox"/> Sandwich Board <input type="checkbox"/> Sidewalk Café <input type="checkbox"/> Planter(s)  <input type="checkbox"/> Bench <input type="checkbox"/> Other _____)</p> <p>If Sidewalk Café, please fill in the following:  No. of Tables:.....No. of Chairs: .....  Other furniture proposed i.e. umbrellas, planters, fencing, etc. ....  Is alcohol served? <input type="checkbox"/> Yes <input type="checkbox"/> No If alcohol is served you MUST provide additional insurance.  (Outdoor service rules established by the Michigan Liquor Control Commission must be followed)</p>			
<b>Conditions of Application</b>	<p>I/we agree to abide by any terms and conditions as determined by DLI for the issue of this license. I/we agree to provide a certificate of liability insurance, naming the City of Lansing, 124 W. Michigan Ave., and DLI as additional insured in the minimum policy limit of \$300,000 aggregate for General and Food (only), and \$1 million aggregate if alcohol is served.</p> <p>Signed: ..... Date: .....</p>			
<b>DLI Contact Information</b>	<p style="text-align: center;"><b>Downtown Lansing Inc.</b>  401 S. Washington Sq., Ste. 101  Lansing, MI 48933  P: 517-487-3322 Email: <a href="mailto:brittney@downtownlansing.org">brittney@downtownlansing.org</a> F: 517-483-6057</p>			
<b>Office Use</b>	<table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">Application Received:</td> <td style="width: 33%;">Amount Paid:</td> <td style="width: 33%;">Date:</td> </tr> </table>	Application Received:	Amount Paid:	Date:
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Applications for permits may be obtained by contacting the DLI office at 401 S. Washington Sq., Suite 101, Lansing, MI, by calling (517) 487-3322 or by emailing [brittney@downtownlansing.org](mailto:brittney@downtownlansing.org). **Please allow up to four weeks for the application to be processed.**

## NOTES ON APPLYING FOR USE OF THE PUBLIC RIGHT-OF-WAY

### 1. DEFINITIONS

a. **Public Right-of-Way:** means the use of outdoor public space such as sidewalks within the boundaries of the Lansing Principal Shopping (PSD) for specific activities taking place on a seasonal or short duration basis.

b. **Business Extension:** A business or property owner who uses the sidewalk immediately in front of the business storefront or building to offer for sale the same products or services that are offered inside the store or building. This also includes beautification of the public right away. For example, sidewalk cafes, sandwich board signs, sidewalk sales, planters etc.

### 2. APPLICATION AND REQUIRED DOCUMENTS

1. Attach a copy of your certificate of liability insurance must be submitted and meet minimum policy requirement limits of \$300,000 aggregate for General and Food (only) and \$1 million aggregate if alcohol is served. The City of Lansing and Downtown Lansing Inc. must be listed as additional insured as follows:

- **City of Lansing**, 124 W. Michigan Ave. , Lansing, MI 48933
- **Downtown Lansing Inc.**, 401 S. Washington Sq. Ste. 101, Lansing, MI 48933

2. Attach a sketch/site plan of proposed usage area.

- a. Submit a detailed drawing showing how the public right-of-way in will be used.
- b. Show adjoining shops, businesses or tenancies; doorways and service openings.
- c. Show the location of existing street furniture including signs, poles, bins, trees, and any other obstacles of a permanent nature placed in the public right away by either the City of Lansing or any other authority.
- d. Show the exact location of the proposed dining area (Must show a minimum 5 foot clear pedestrian walkway).

### 3. APPLICATION PROCESS

1. Applications will be reviewed by Downtown Lansing Inc. in coordination with the City of Lansing Public Service Department for comment on the possible impact of emergency access, safety, proposed works and general traffic movement.

a. DLI and/or a representative from the City of Lansing Department of Public Service will inspect the site.

b. An approval permit will be forwarded to the applicant, if successful, outlining conditions.

c. Anyone who is denied a permit will be sent a letter outlining the reasons for the denial. Anyone denied a permit may appeal to the DLI Board of Directors or in the manner provided by ordinance.

d. Upon payment of the permit fee for an approved permit application, DLI will issue a Business Extension Permit decal designed to be displayed on the window or door of the permitted premise. The approval permit and sketch are recommended to be kept on site.

e. The permit confers on the permit holder a temporary privilege to use a portion of the public right-of-way or public open space for the sole purpose of conducting a specific activity. The permit does not create any right, vested or otherwise, in the permit holder. The City reserves unto itself all rights, title and interest in the public property and further, reserves the authority at all times to amend, alter, cancel, terminate or revoke the permit and the permit rules, policies and procedures.

## NOTES ON APPLYING FOR USE OF THE PUBLIC RIGHT-OF-WAY

### 4. PERMIT FREE

The permit fee is based on the total street frontage of the storefront(s) the building your business is in immediately behind where the applicant is proposing to place items and is a minimum of \$100/Maximum of \$500 or \$10/lineal ft. for sidewalk cafes. The permit fee for a sandwich board is a \$20 flat fee and all other items it is \$10/lineal ft. Please note, buildings located on a corner will be considered as having frontage on two streets, and shall be calculated accordingly. Exceptions may be made where the right-of-way width would prohibit conducting business in a safe manner.

### 5. REVOCATION OF PERMIT

Business Extension Permit holders who violate the terms of the Permit will be mailed (to the address on file) one warning letter from Downtown Lansing Inc. citing specific corrections to be made. If corrections are not made within the timeframe stated in the warning letter, not to exceed ten (10) days, or if a violation is repeated, Downtown Lansing Inc. may immediately revoke the permit. Any appeals will go before the Downtown Lansing Inc. Board of Directors.

### 6. NOTES ON SKETCH/SITE PLAN

- a. Submit detailed drawing showing how the public right-of-way in will be used.
- b. Show adjoining shops, businesses or tenancies; doorways and service openings.
- c. Show the location of existing street furniture including signs, poles, bins, trees, and any other obstacles of a permanent nature placed in the public right away by either the City of Lansing or any other authority.
- d. Show the exact location of the proposed area that you would like to use.

