



TOWN OF EMMITSBURG
300A South Seton Avenue, Emmitsburg, MD 21727
www.emmitsburgmd.gov • (301) 600-6300

SIDEWALK COMMERCIAL APPLICATION

Proposed Use:

☐ Sidewalk Retail Displays (Town Code §12.10.020).

☐ Sidewalk Cafés (Town Code §12.10.030).

§12.10.020 - Sidewalk Retail Display Requirements.

Businesses located in a zoning district other than a residential or open space district may place retail goods and displays on the sidewalk immediately in front of their businesses on the following conditions:

- ☐ All displays and goods shall be removed from the sidewalk during the establishment's non-business hours;
- ☐ The affected portion of the sidewalk shall be cleaned each day on which the business places retail goods and displays on the sidewalk;
- ☐ No portion of the retail goods or display shall obstruct access to hydrants, street lights, telephones, mailboxes, transit stops, or any other public service facility on the sidewalk area or adjacent street;
- ☐ Retail displays shall not impede access to legally parked vehicles; and
- ☐ The retail display shall not be placed in any location which obstructs the sidewalk in violation of this chapter.

§12.10.030 - Sidewalk Café Requirements.

A. "Sidewalk café" is defined as any outdoor dining area located on a portion of the sidewalk immediately abutting or adjacent to a sponsoring restaurant or other business establishment.

B. A sidewalk café is allowed on a sidewalk area subject to the following conditions:

- ☐ The sidewalk café shall consist solely of tables, chairs and/or umbrellas;
- ☐ The portion of the sidewalk in use as a sidewalk café shall be cleaned each day on which the sidewalk café is in use;
- ☐ The sidewalk café shall not be placed in any location which obstructs the sidewalk in violation of this chapter;
- ☐ No portion of the sidewalk café shall obstruct access to hydrants, street lights, telephones mailboxes, transit stops, or any other public facility on the sidewalk area or adjacent street;
- ☐ The utilization of the sidewalk area for a sidewalk café shall be limited to areas immediately adjacent and contiguous to the property of the applicant; and
- ☐ Any utilization of the sidewalk and/or right-of-way pursuant to this chapter shall in no way limit and/or encumber any other property and/or the access thereto.

Please Note: This permit expires one (1) year from the date of approval. The property owner and authorized agent (applicant) hereby agrees to comply with all applicable Town codes, laws, ordinances, and regulations, and in accordance with all State and Federal regulations. The property owner alone bears the responsibility of ensuring their lot, structures, and uses thereon do not violate other laws, regulations, or the rights of neighbors and other parts. Any removal or relocation of structures or uses shall be done at the owner's expense. I hereby certify the information with this application to be true and correct, and I further agree to pay all costs as stated in the Town's fee schedule.

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

Complete this application in its entirety. Application will NOT be accepted unless all spaces are FULLY completed.

This application is for:		<input type="checkbox"/> New	<input type="checkbox"/> Renewal (No changes from previous year)
		<input type="checkbox"/> Sidewalk Retail Display	<input type="checkbox"/> Sidewalk Café

Address of Display / Café:	Zoning:
Business Name:	

APPLICANT:	
Name:	
Mailing Address:	
Phone #:	Email:

BUILDING OWNER:	<input type="checkbox"/> Same as applicant
Name:	
Mailing Address:	
Phone #:	Email:
Building owner is aware of this application: <input type="checkbox"/> Yes <input type="checkbox"/> No	

DESCRIPTION OF PROPOSED RETAIL DISPLAY / CAFÉ:
Square Footage of Proposed Display / Café:
Seating Capacity (if applicable):
Business Hours of Operation: To:

☐ Attach a sketch (site plan) showing all pertinent features of the area, including property lines, building footprints, sidewalks, street curb lines, lighting, trees, tree wells, planters, parking meters, street signs, fire hydrants, proposed location of the outdoor café or retail display enclosure including and physical changes proposed to the sidewalk such as holes for mounting railings or other enclosure systems.

FEE:	
Type of Review	Base Fee
Sidewalk Commercial Permit	\$50.00 per year