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## Planning Department

### Outdoor Dining and Parklet-Streeteries with Encroachment Permit Application

- Outdoor/Sidewalk Dining** (Requires Encroachment Permit)
- Parklet/Streeteries** (Requires Encroachment and Building Permits)

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#### APPLICANT INFORMATION

Applicant/Contact Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

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#### PROPERTY OWNER INFORMATION

Property Owner \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

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#### PROPERTY INFORMATION

Property Address \_\_\_\_\_

Property Legal Description \_\_\_\_\_

Property Zoning Designation \_\_\_\_\_

I/we the permit holder & applicant hold harmless and indemnifies the city from any claims or causes of action arising out of or related to the permitted activity, including, but not limited to, compliance with the Americans with Disabilities Act, the IBC (as amended by Section 9-2 of the City of Minot Code of Ordinances), and all other health and safety laws and regulations.

I/we have read and agree to abide by the regulations for sidewalk/outdoor dining and/or for parklet/streeteries as attached. Failure to follow those regulations or immediately correct a violation may result in revocation of a permit and removal of any encroachment at applicant's expense.

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\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Property Owner (must sign or attach written permission)

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**Office Use Only**

\$35 Fee Paid \_\_\_\_\_

Receipt # \_\_\_\_\_

Planning Department Approval \_\_\_\_\_ Date \_\_\_\_\_

- Site Plan showing the proposed location of platform, manholes, grates, curbs, curb blocks, utility access, furniture, canopies or pergolas, fencing, signs, planters and landscaping, and other accessories for the outdoor dining area; a description, drawing, sketch, or photograph showing the design of all furniture, fencing, canopies, signs, and accessories to be used in the outdoor dining area; location for the outdoor dining area, parklet or streetery; and other pertinent information related to the use of the outdoor dining area/parklet or Streetery such as an elevation.
- Certificate of Insurance for comprehensive general liability and products and complete operations coverage in a minimum amount of \$1,000,000.00 per occurrence and in the aggregate, provided that those certificates may be furnished as evidence of such coverage purchased for the applicant's principal place of business for serving food, food products and/or beverages, so long as such certificates meet the minimum acceptable requirements established in this section. All certificates shall be issued by an insurance company authorized to do business in North Dakota, shall name the city as additional insured and shall provide that the policy shall not terminate or be canceled prior to the expiration date without 30 days advance written notice to the city. The permit holder or encroachment agreement party shall continuously maintain the insurance required by this section and shall continuously provide the city with evidence of the insurance required by this section.
- Before issuance, the applicant must submit written approval from the health department and/or other applicable regulatory agency showing that any outdoor dining area has been inspected and is in compliance with current requirements for food handling establishments or sale of other product.
- Before issuance of Parklet or Streetery Permits, the applicant must obtain a building permit from the City of Minot. A final Certificate of Occupancy must be obtained before allowing public use.
- Use of sidewalks, streeteries and parklets require an encroachment permit from the City of Minot Engineering Department.

**Note: Although encroachments are issued for an indefinite period until revoked, the building permit requires renewal in the form of an inspection each time the Parklet or Streetery is reinstalled. This is an annual permit that requires reapplication as well.**

Reason(s) for Encroachment being requested from City of Minot.

- Sidewalk/Outdoor Dining
- Streetery or Parklet
- Other (If "other" explain below)