

**CITY OF PERRYSBURG SIDEWALK DISPLAY PERMIT GUIDELINES**

201 W. Indiana Avenue | Perrysburg, OH 43551 | Office 419 872 8010 | [www.ci.perrysburg.oh.us](http://www.ci.perrysburg.oh.us)

1. Sidewalk Display Permits will be issued in accordance with City Ordinance 660.10(c). Outdoor cafes are regulated pursuant to City Ordinance 1235.04(mm).
2. Applications for Permits will be accepted on the first working day following January 1 until February 28 for that calendar year for applicants who wish to utilize the public sidewalk in front of their business. In the case of conflicting applications for specific sidewalk locations, the City will issue Permits based on the public interest, determined at the sole discretion of the City. On March 1, sidewalk locations will be available on a first-come, first-served basis.
3. All Permits expire on December 31 of the year issued unless an earlier date is specified.
4. A copy of the application form must be received at the City Administrator's Office, 201 West Indiana Avenue before the issuance of a Permit will be considered. The Applicant's section of the form must be fully completed including a drawing showing the location on the sidewalk where items will be displayed or sold and the form must include an original signature of the Applicant.
5. Permits are not in effect until the City receives a Certificate of Insurance naming the City of Perrysburg as an additional insured on the applicant's liability insurance policy with a minimum liability insurance coverage of \$1,000,000.00 (one million). Any lapse in insurance coverage automatically voids a Permit.
6. The City reserves the right to prohibit the placement, display or sale of items that are a hazard to the public, determined at the sole discretion of the City.
7. A clear, unobstructed 5 foot path on the sidewalk parallel to the street and to all adjoining property access points must be maintained by the Applicant at all times.
8. There is currently no fee for a Sidewalk Display Permit.
9. Permits are not transferable.
10. Additional guidelines for outdoor seating for food service (Depending on the nature of the proposed operation, a lease with the City may be required):
  - No alcohol service without Ohio Department of Liquor Control authorization;
  - No plastic tables or seating on sidewalk;
  - No logos, lettering or advertising on umbrellas;
  - Thursdays – Farmer's Market permit issued to Convention and Visitors Bureau;
  - Proprietor required to keep site free of refuse and litter;
  - Seating must be available to the general public.
11. Permit holder will move outdoor seating to the immediate front of their business, leaving a 5 foot path for pedestrian use during hours of operation of the Farmer's Market unless other arrangements are specifically made with the Convention and Visitors Bureau.

See page two for requirement for sidewalk café.

## CITY OF PERRYSBURG USE OF CITY PROPERTY/RIGHT-OF-WAY

201 W. Indiana Avenue | Perrysburg, OH 43551 | Office 419 872 8010 | [www.ci.perrysburg.oh.us](http://www.ci.perrysburg.oh.us)

Please check what type of permit you are applying for:

Sidewalk Display Permit  Block Party Permit  Parade/Assemblage Permit  Special Park Use Permit

**Sidewalk Display & Block Party Permits must be submitted not less than ten (10) days prior to event.  
Parade/Assemblage Permits & Special Park Use Permits must be submitted not less than (45) days prior to event.**

Name of Event \_\_\_\_\_

Name of Sponsoring Group/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Best Phone Number \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Date of Event \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Park Location (if applicable) \_\_\_\_\_

Starting Location of Event (if applicable) \_\_\_\_\_

Ending Location of Event (if applicable) \_\_\_\_\_

Attach a Map of the Event Location or Parade Route (highlighted). **Only applies to Parade/Assemblage Permit and Sidewalk Display Permit.**

Estimated Number of Participants \_\_\_\_\_ Does event involve the closing of any streets? \_\_\_\_\_ If so, what streets \_\_\_\_\_

Does event (**Parade/Assemblage Permit Only**) request either of the following? Barricades \_\_\_\_\_ Gazebo \_\_\_\_\_

Will either of these be part of the event? Music \_\_\_\_\_ Alcohol Sales \_\_\_\_\_  
**(Alcohol sales only apply to Parade/Assemblage Permit)**

Any additional information that helps describe the event:  
\_\_\_\_\_

### USE OF CITY PROPERTY

- The proposed event or use of the park (if applicable) will not unreasonably interfere with or detract from the general public enjoyment of the park.
- The proposed event or use of the park (if applicable) will not unreasonably interfere with or detract from the promotion of public health, welfare, safety, and recreation.
- The proposed event or use is not reasonably anticipated to incite violence, crime, or disorderly conduct.
- The organization shall pay for all City services needed to conduct this event (if applicable, the list will be attached to this permit once approved).
- Any music or entertainment shall cease 15 minutes prior to the end of the event.
- The event location has not been reserved for other use on the day and hour requested in this application.

- The applicant acknowledges this permit may be revoked by the City Administrator at any time.

**The following certifications only apply to the Parade/Assemblage permit (as well as the above certifications):**

- The applicant shall obtain and follow all the laws and rules for a temporary liquor license as dictated by the Ohio Department of Commerce Division of Liquor Control. The F2 or F6 Ohio Department of Commerce Division of Liquor Control permit is attached (if applicable).
- Any and all alcohol sales shall cease 15 minutes prior to the end of the event (if applicable).

**MINIMUM OF \$2,000,000 LIABILITY COVERAGE – CERTIFICATE OF LIABILITY INSURANCE MUST BE ATTACHED WITH THE CITY OF PERRYSBURG LISTED AS ADDITIONAL INSURED AND ADDITIONAL INTEREST.**

The Sponsoring Group/Organization for itself and its successors and assignees, agrees to defend, indemnify and hold harmless the City of Perrysburg from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the City of Perrysburg by reason of any damage to property, illness, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, illness, injury, or death, arises out of this activity. The Sponsoring Group/Organization also hereby agrees that all activities of this event will be in full compliance with the Ordinances of the City of Perrysburg (Chapter 412 in particular) and the Laws of the State of Ohio and that all statements made herein are true and correct.

Signature of person in charge of event or sponsor’s authorized representative	Date
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**Submission Information for Sidewalk Display, Block Party, and Parade/Assemblage Permits:**

Email: administrator@ci.perrysburg.oh.us  
 Fax: (419) 872-8019  
 Mail or drop off: City of Perrysburg, City Administrator, 201 W. Indiana Avenue, Perrysburg, OH 43551

**Submission Information for Special Use Park Permit:**

Email: publicservice@ci.perrysburg.oh.us  
 Fax: (419) 872-8024  
 Mail or drop off: City of Perrysburg, Department of Public Service, 11980 Roachton Road, Perrysburg, OH 43551

<b>For Office Use Only</b>			
<b>After review of this application, we recommend that this permit be:</b>			
Approved	Denied	Chief of Police Signature	Date
Approved	Denied	Director of Public Service Signature	Date
Approved	Denied	City Administrator Signature	Date

<b>For Office Use Only</b>	
Copies distributed internally and mailed/e-mailed to applicant on: _____	
Administration	Applicant    Department of Public Service    Fire Division    Police Division

**RECORDS RETENTION: AFTER EVENT IS OVER, KEEP UNTIL NO LONGER OF ADMINISTRATIVE VALUE.**