



Sidewalk Café Permit Amendment Form

STAFF USE ONLY

Date App Received: _____

Date App Complete: _____

Date App Approved: _____

Permit Number: _____

Staff: _____

While the City recognizes the potential for Sidewalk Cafés to enhance the public realm, the grant of a permit is a privilege and not a right. All Sidewalk Café permits are wholly of a temporary nature and can be revoked by the City of Tulsa at any time. Further, the City will, and by law must, retain the right to deny, restrict, or revoke this privilege in any instance where the public benefit of said permit is in doubt. Sidewalk Café permit holders must comply with the terms and conditions of the permit, and must keep the sidewalk clean, safe for pedestrians, and clear of obstructions. In the event that a Sidewalk Café does not meet the terms and conditions of the permit, the City of Tulsa may issue a Notice of Violation or may revoke the permit.

An encroachment placed upon or maintained within the public right of way or a public easement contrary to the terms of the Sidewalk Café permit program shall constitute a public nuisance. Businesses that have encroached upon a public right of way or public easement shall remove the violation or incur a fine. The encroachment shall not return to the public right of way or public easement until the issue has been completely resolved either by appeal, amendment, or re-permitting.

The City of Tulsa will strive to give adequate notice when possible to permit holders (typically 30-days) in the event that the Sidewalk Café area must be removed from the right-of-way for an event, construction, or for any other reason. In an emergency, the City of Tulsa may immediately clear the Sidewalk Café to preserve public health and safety. If this should occur, the City of Tulsa will not be responsible for damages, including revenue losses.

A new permit is required if a business is sold. A permit amendment is needed if site conditions will change. If an Amendment Form was not submitted prior to making modifications, and/or the modifications are not in compliance with Sidewalk Café regulations or the original approved permit application, the permit will be revoked.

The following form is for those amending their previously approved Sidewalk Café Permit. If any changes need to be made to the original permit application, during the approved permit calendar year, an Amendment Form must be filled out, submitted and approved prior to the changes being made. *If an amendment form was not submitted prior to modifications, and/or the modifications are not in compliance with Sidewalk Café regulations, the permit may be revoked.*

1. Contact Information For All Sidewalk Café Correspondence

Applicant Name: _____

Phone: _____ Email: _____

Mailing Address:

City: _____ State: _____ Zip: _____

2. Business Information

Business Name: _____

Name of Parent Company or LLC: _____

Business Phone: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Estimated Installation Date (if applicable): _____

3. Explanation of Proposed Changes to Previously Approved Permit

Large dashed box for explaining proposed changes to the permit.

For Internal Use Only

Date of Site Visit: _____

_____ Sidewalk Café amended site plan received Date Previous App Received: _____

_____ No obstructions to the pedestrian zone Date Previous App Complete: _____

_____ Sidewalk conditions have not changed. Date Previous App Approved: _____

_____ If applicable, cut sheets of proposed furniture Previous Permit Number: _____



Sidewalk Café Permit

Site Plan Amendment Graph Paper Template

STAFF USE ONLY

Permit Number: _____

Sidewalk Café Amendment to a Previous Site Plan

Please illustrate your site plan below. Example scale is 1 foot equals 6 squares.

If you have attached a drawing of your site plan to this application, please check this box.