



Tables & Chairs Permit Application

STAFF USE ONLY

Date App Received: _____

Date App Complete: _____

Date App Approved: _____

Permit Number: _____

Staff: _____

While the City recognizes the potential for Tables & Chairs to enhance the public realm, the grant of a permit is a privilege and not a right. All Tables & Chairs 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. Tables & Chairs 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 Tables & Chairs area 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 (e.g., moving furniture into the Pedestrian Zone) placed upon or maintained within the public right of way or a public easement contrary to the terms of the Tables & Chairs 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 Tables & Chairs 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 Tables & Chairs area 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 Tables & Chairs regulations or the original approved permit application, the permit will be revoked.

1. Contact Information For All Tables & Chairs 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: _____

3. Tables & Chairs Location Details & Description

Name of Street or Streets on which the Tables & Chairs will be located:

Street: _____

Street: _____

Total Square Feet of Project in Right-of-Way: _____

4. Tables & Chairs Description

If applicable, please include information about how furniture is to be secured.

Example: Build a 6-foot by 18-foot outdoor seating area outside our business with removable tables and chairs.

Large dashed-line box for providing a detailed description of the tables and chairs setup.



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5. Certification and Hold Harmless Agreement

I certify that the information contained in this application and any other materials submitted in the course of my application for a Tables & Chairs Permit is true to the best of my knowledge.

I shall hold the City of Tulsa, its officers, agents and employees, and the adjacent property owner free and harmless from any claims for damages to persons or property including legal fees and costs of defending any actions or suits thereon, including any appeals therefrom, which may result from the granting of this permit.

Applicant Signature: _____ Date: _____

6. Complete Application and Project Checklist

The following materials must be submitted to complete your application; if all materials are not received within 30 days of initial submittal, your application will be returned as incomplete.

Application Checklist:

- _____ Tables & Chairs application (this form)
- _____ Application fee payment
- _____ Table & Chairs Responsible Party Agreement
- _____ Table & Chairs Property Owner Consent
- _____ Current Certificate of Insurance and Endorsement

Project Checklist:

- _____ Tables & Chairs Site Plan (*see pages 16-23 in permit program manual*)
- _____ A minimum of three (3) digital color photographs of proposed area for Tables & Chairs (*see page 17 in permit program manual*)
- _____ Product brochures, color photographs, and/or manufacturer cut sheets of proposed furniture



Tables & Chairs Permit

Design Standards Checklist

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Tables & Chairs Design Standards Checklist

Any item which is on the following list and which is visible on the proposed site must be shown on the site plan submitted with this application. If applicable, dimensions must be included. If an item on the list below is not visible at the site, please check the item off as "not applicable" (N/A). All items listed on this form will be checked by city staff.

Visible Item:

Utility Poles	N/A	<input type="radio"/>	Shown	<input type="radio"/>
Street Lights	N/A	<input type="radio"/>	Shown	<input type="radio"/>
Parking Pay Stations	N/A	<input type="radio"/>	Shown	<input type="radio"/>
Vaults (<i>Manholes, etc.</i>)	N/A	<input type="radio"/>	Shown	<input type="radio"/>
Bus Stops	N/A	<input type="radio"/>	Shown	<input type="radio"/>
Bus Shelters	N/A	<input type="radio"/>	Shown	<input type="radio"/>
Traffic Signs	N/A	<input type="radio"/>	Shown	<input type="radio"/>
Sign Post	N/A	<input type="radio"/>	Shown	<input type="radio"/>
Tree Pits	N/A	<input type="radio"/>	Shown	<input type="radio"/>
Pedestrian Paths	N/A	<input type="radio"/>	Shown	<input type="radio"/>
Sidewalk Intersections	N/A	<input type="radio"/>	Shown	<input type="radio"/>
Fire Hydrants	N/A	<input type="radio"/>	Shown	<input type="radio"/>

Tables & Chairs Site Plan Checklist

- _____ Width of Adjacent Sidewalks (*from face of the building to back of curb*)
- _____ Width of unobstructed pedestrian zone
- _____ Distance from the proposed Table & Chairs area of operation to the nearest intersection
- _____ Name and location of adjoining streets or alleys
- _____ **North Arrow and Scale**
- _____ Tables & Chairs area of operation dimensions (*delineate area with a dashed line*)
- _____ Label adjacent building facade and facade length
- _____ Building door swing dimensions
- _____ End Barriers shown perpendicular to face of building

Will a minimum of 5' wide unobstructed pedestrian zone be provided at all times?	Yes	<input type="radio"/>	No	<input type="radio"/>	N/A	<input type="radio"/>
Will setbacks meet minimum ADA standards ?	Yes	<input type="radio"/>	No	<input type="radio"/>	N/A	<input type="radio"/>
Will setbacks meet the City of Tulsa Ordinance requirements?	Yes	<input type="radio"/>	No	<input type="radio"/>	N/A	<input type="radio"/>
Will a 3' clear path of travel from any building exit be maintained at all times?	Yes	<input type="radio"/>	No	<input type="radio"/>	N/A	<input type="radio"/>
Is the furniture for the Tables & Chairs area movable?	Yes	<input type="radio"/>	No	<input type="radio"/>	N/A	<input type="radio"/>



Tables & Chairs Permit

Site Plan Graph Paper Template

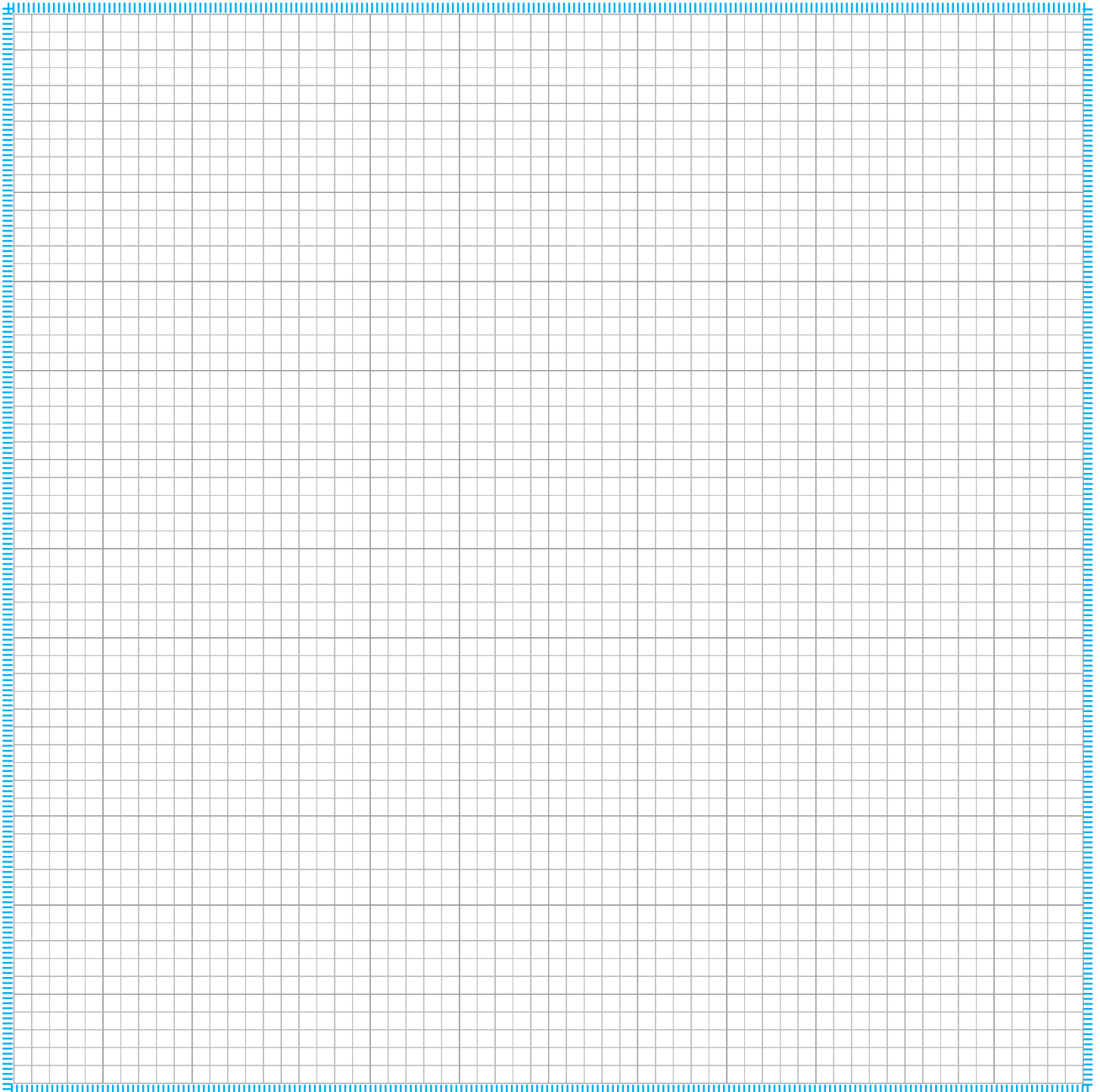
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Tables & Chairs Site Plan

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.





Tables & Chairs Permit

Responsible Party Agreement

STAFF USE ONLY
Permit Number: _____

I, _____,
(Print applicant's name)

understand that a condition of the granting of my Tables & Chairs Permit is that I abide by this agreement. Failure to do so may result in the revocation of my Tables & Chairs Permit.

I understand that I am ultimately responsible for all violations of any City, County, and State code or regulation that result from the operation of my Tables & Chairs. I will familiarize myself with any applicable code and will take immediate action to ensure that any violations are corrected.

I understand that any violations that result from the operation of my Tables & Chairs are potentially citable offenses and that the citation may be issued to whomever is overseeing operation of the business at the time, even if that person is someone other than me.

I will ensure that an employee of the business using my Tables & Chairs Permit is, at any time that my Tables & Chairs area is operating, overseeing the operation of the Tables & Chairs area and taking immediate action to ensure that any violations are corrected. I will familiarize any employee who is overseeing business operations or the operation of the Tables & Chairs with any applicable code or regulation and inform them of their responsibilities and personal liability.

If ownership of the property to which my Tables & Chairs is adjacent changes I will submit an updated Tables & Chairs Property Owner Consent form to the Tables & Chairs program, as well as complete a new Tables & Chairs Permit application.

Applicant Signature: _____

Date: _____



Tables & Chairs Permit

Property Owner Consent

STAFF USE ONLY

Permit Number: _____

I, _____,
(Print property owner's name)

authorize _____
(Print business owner's name)

to operate the Tables & Chairs for _____
(Print business name)

This consent shall run concurrent with the Tables & Chairs Permit. If at any time the permit expires or is revoked, this consent shall be void.

The operator of the Tables & Chairs is required to comply with all applicable sections of City, County, and State code. Failure to do so may cause the permit for said location to be revoked.

I understand this consent may be revoked in writing with the revocation to become final on June 30th of the same calendar year, or June 30th of the following year, whichever comes first. Any revocation received on June 1st through June 30th shall become effective thirty (30) days after receipt. Written revocation must be submitted to:

*City of Tulsa Planning Department
175 East 2nd Street
Tulsa, Oklahoma 74103*

The restaurant owner agrees to hold the property owner free and harmless from any claims for damages to persons or property including legal fees and costs of defending any actions or suits thereon, including any appeals therefrom, which may result from the granting of this permit.

The property owner is ultimately liable for any damage resulting from the condition of the sidewalk and is responsible for reconstructing, maintaining and repairing the sidewalks, curbs, driveways and parking strips abutting or immediately adjacent to their property.

Business Owner's Signature: _____ Date: _____

Business Owner's Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owner Signature: _____ Date: _____

Property Owner's Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____



Tables & Chairs Permit

Insurance and Endorsement Information

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Permit Number: _____

Insurance requirements for street and sidewalk use permits: The City of Tulsa requires the following two documents for Street and Sidewalk Use Permits. The certificate and endorsement must be approved by the City Attorney before a permit can be issued. Please allow six (6) business days for processing.

1. A Standard Certificate of Liability Insurance: The insurance certificate is intended to protect the public from any liability it may incur as a result of granting the requested permit. The certificate shall contain the following:

- City of Tulsa named as the Certificate Holder with following address:
City of Tulsa Planning and Development Department
175 E 2nd Street
Tulsa, Oklahoma 74103
- Minimum Coverage Requirements for Liability Insurance:
 - Per Occurrence coverage not less than \$1,000,000 (one million dollars) per occurrence.
 - General Aggregate coverage not less than \$2,000,000 (two million dollars).
- Notification of Cancellation:
 - The City of Tulsa requires thirty (30) days written notice from the insurance company prior to cancellation of the policy.
- In the “Description of Operations...” section of the certificate:
 - Indicate the type of permit requested (Tables and Chairs Permit)
 - If the insured seeks a permit for a location/locations that are different than the Insured’s address on the certificate, the location(s) must be listed.
 - Include the following language: “The City of Tulsa is an additional insured per attached [insert name of endorsement] endorsement”.

2. An additional insured endorsement form: The City of Tulsa accepts endorsements referring to permits and state or political subdivisions:

- The City of Tulsa *must* be listed in the schedule section of any endorsement where one is included.
 - The policy number on the certificate and on the endorsement must be an exact match.
 - The following endorsements are accepted:
 - Street and Sidewalk Use Permit Endorsement

Questions and Submissions:

Sidewalk Café Permit Program

Email: scp@cityoftulsa.org

Mail: City of Tulsa Planning Department, 175 E. 2nd Street, Tulsa, Oklahoma 74103



Tables & Chairs Permit

City of Tulsa Street & Sidewalk Use Permit Endorsement

STAFF USE ONLY

Permit Number: _____

Insured: _____

Affording Co: _____

Policy Number: _____

Effective: _____

This policy shall bear also the following endorsement:

“Without prejudice to coverage otherwise existing herein, the City of Tulsa, its officers, agents, and employees are included as additional insureds under this policy as to any claim or claims for injury to person including death, or damage to property, resulting from or growing out of the operations of the permittee within the City of Tulsa, Oklahoma.”

“It is understood and agreed that this policy shall not terminate or be canceled without first giving thirty (30) days written notice of intention to terminate or to cancel said policy to the City of Tulsa (insert appropriate address here).”

Notwithstanding the naming of additional insureds, the said policy shall protect each insured in the same manner as though a separate policy has been issued to each; but nothing herein shall operate to increase the insured’s liability as set forth elsewhere in the policy beyond the amount or amounts for which the insured would have been liable if only one person or interest had been named as insured. This endorsement assures that the policy complies with the terms and conditions of the named insured’s permit with the City of Tulsa.”

Authorized Insurance Representative Signature: _____

Date: _____

Name and Address of Certificate Holder:

City of Tulsa
175 E. 2nd Street
Tulsa, Oklahoma 74103