CAFE LICENSE APPLICATION

INSTRUCTIONS: This application must be completed in full, either typed or printed clearly, and submitted to the City Clerk, City Hall, Room 202, by the owner or tenant of the property for which the cafe license is being requested.

This form must be accompanied with a site plan, drawn to scale (SEE ATTACHED SCALE PG (3) FOR ADDITIONAL FEES), which clearly indicates the proposed cafe in relation to existing buildings, adjoining streets and sidewalks, and must identify any other significant features of the site. A $50.00 non-refundable processing fee due with application. A certificate of insurance naming the City of Albany, as an additional insured must be submitted prior to the issuance of a permit, Incomplete applications will not be accepted.

If you have any questions about the application process, please contact the Office of the City Clerk at (518) 434-5090.

APPLICANT

Name of Proprietor: ____________________________________________________________

Name of Establishment: _______________________________________________________

Telephone Number: ___________________________________________________________

E-Mail: ______________________________________________________________________

Address: ______________________________________________________________________

City: ___________________________ State: ___________________________ Zip Code: ___________

Applicant's Interest in Property: Owner O Tenant O Other O
PROPERTY Owner:

Owner’s Name:______________________________________________________________

Location of café (sidewalk, backyard, roof): ______________________________________

Total amount of City property needed for café: Width __________ Length __________

Total square footage including City property: Width __________ Length __________

Total No. of tables now in establishment: _______ No. of café tables proposed: _______

Is the number of tables at your establishment increasing as a result of the café? ______________

Will alcoholic beverages be served in the café? ____________________________________________

Will there be any exterior lighting or music? ____________________________________________

Proposed hours and days of operation:

Hours: __________ Days of the week: __________

Daily hours: _______________________
(Cafés located in a C-1 residential district cannot open before 8a.m. and cannot stay open past 11p.m.)

I, the undersigned, hereby attest to the accuracy of the information submitted herein, and in the event that this application is approved, agree to carry the required insurance for and assume all liability regarding those exterior areas which are involved in the proposed use. I also agree to abide by any and all conditions of the permit and fully understand my obligations pursuant to Chapter 303- sidewalks and café.

Applicant's Signature: _______________________________ Date: _______________________

________________________________________________________________________

DO NOT WRITE BELOW THIS LINE

Status and conditions:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
PLEASE INDICATE IF CAFÉ IS IN REAR OF PROPERTY
Usage Fee for Sidewalk Café:
1-100 sq/ft $50
101-200 sq/ft $150
201-300 sq/ft $200
301-400 sq/ft $250
401-500 sq/ft $300
501-600 sq/ft $350
601-700 sq/ft $400
701-800 sq/ft $450
801-900 sq/ft $500
901-1,000 sq/ft $550

Set Back

__________________________
Ft.

STREET

PLEASE INDICATE WHERE CAFÉ TABLES ARE POSITIONED AND SQUARE FOOTAGE OF CAFÉ