



Borough of Phoenixville  
 140 Church Street  
 Phoenixville, PA 19460  
 Phone (610) 933-8801  
[www.phoenixville.org](http://www.phoenixville.org)

|                    |            |
|--------------------|------------|
| Permit #:          | _____      |
| Application Fee:   | _____ \$25 |
| Seats # (\$5/seat) | _____      |
| Total              | _____      |

## Outdoor Café Permit Application

**Property Information:** (Please Print)

Property Address: \_\_\_\_\_  
 Owner Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_  
 Tax Parcel Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

**Applicant Information:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Business Information:**

Company Name: \_\_\_\_\_  
 Primary Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_  
 Total Seats Requested: \_\_\_\_\_

**Café Specifications:**

Present number of Restroom Facilities Male \_\_\_\_\_ Female: \_\_\_\_\_  
 Are any of the restroom facilities handicap accessible?: Male \_\_\_\_\_ Female: \_\_\_\_\_  
 Is the property in the Historic District? \_\_\_\_\_ Is the property a corner lot? \_\_\_\_\_

**Name and Address of Adjacent Property Owners:**

\_\_\_\_\_  
 \_\_\_\_\_

Liability Insurance: The Borough of Phoenixville's insurance provider requires all individuals and entities using Borough facilities to have liability insurance, naming the Borough as a Certificate Holder, in case of injury to the public, requiring the following limits:

General Liability Aggregate Limit: \$2,000,000  
 Each Occurrence: \$1,000,000  
 Fire Legal Liability: \$3,000,000

Name of Insurance Provider: \_\_\_\_\_  
 Address: \_\_\_\_\_

Agent Name and Phone #: \_\_\_\_\_  
Policy #: \_\_\_\_\_

**Outdoor Café Required Documents/Inspections:**

- 1) Insurance Certificate if utilizing public sidewalk
- 2) Scaled Plot Plan showing: neighboring buildings, layout and inventory of tabling and number of seats
- 3) Permit shall not be issued until a Site Inspection is conducted by the Borough Code Enforcement Department where the regulations will be reviewed and acknowledged by the applicant.

**On August 9, 2011, Phoenixville Borough Council adopted the "Neighborhood Blight Protections and Enforcement" Ordinance 2180, that enables Borough Staff to deny any permit application if the owner of said property, on that or any other property owned in the Commonwealth, (1) has Tax and/or Municipal Services delinquencies on account of the actions of the Owner; or (2) has a Serious Violation with having no corrective, Substantial Steps in place. A printed copy of this ordinance is available upon request at the Borough Code Enforcement Department.**

*I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as the authorized agent and we agree to conform to all applicable laws of this jurisdiction. Construction shall comply with all Borough Codes and the most current ICC Building Codes as adopted by the Commonwealth of Pennsylvania. Building/Structure shall also comply with the American Disabilities Act of 1990 where applicable. I have examined this application, its requirements and to my knowledge and belief, is a true, correct and complete application.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I would like:  To be called to pick up the permit upon approval  To have the permit mailed

*Please be advised: As per the Borough of Phoenixville Schedule of Fees, the applicant shall be responsible for any additional Consultant Fees above and beyond the collected inspection fees on an "as invoiced" basis that may not be able to be ascertained at the submission of the application, and are due upon pick up.*

**OFFICE USE ONLY**

**Submitted Documents:**

|                         |       |       |             |
|-------------------------|-------|-------|-------------|
| Plot Plan:              | YES   | NO    |             |
| Insurance Certificate:  | YES   | NO    | N/A         |
| Application Completion: | YES   | NO    |             |
| Signature of Applicant: | YES   | NO    |             |
| Accepted/Returned by:   | _____ | _____ | Date: _____ |

Ordinance 2180 Clearance: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**OUTDOOR CAFÉ REGULATIONS**  
**In the Downtown Commercial Zoning District**

All Permits are subject to the following provisions:

**Definitions**

**Outdoor Café**

1. an area of outdoor premises of a business wherein the business provides eating facilities for meals (breakfast, lunch, supper)
2. any other outdoor seating or tabling facilities provided by a business and placed on the public sidewalk

**Application Submittal Requirements**

- A Site Plan indicating
  - Dimensions of the subject area
  - Adjacent properties
  - The fixtures/furniture utilized and their location
  - The proposed outdoor occupant load  
(The occupant load of the outdoor café areas shall be added to the indoor occupant load in order to determine whether adequate fixtures are available or then may then be required.)
- A Certificate of Insurance naming the “Borough of Phoenixville 140 Church Street Phoenixville, PA 19460” as the Additional Insured/Certificate Holder
- The written consent of the property owner, if different than the applicant

**Design Requirements**

- A minimum pedestrian walkway of 48 inches clear shall be maintained on at least one side of the outdoor café in front of or through the outdoor café.
- The minimum height of umbrellas which project into the required minimum pedestrian walkway width shall be 84 inches.
- There shall be no temporary signs or banners permitted outside of the outdoor café.

**General Regulations**

- Furnishings for outdoor cafés shall consist solely of movable tables chairs and decorative accessories.
- Furnishings must be kept in a state of good repair and in a clean and safe condition at all times.
- No plastic furniture will be allowed.
- All furniture must be approved by the Code Enforcement Department.
- There shall be no objectionable advertising displayed on umbrellas or tables.
- All advertising shall be approved by the Code Enforcement Department.

- The owner shall maintain the outdoor café in accordance with all borough Ordinances and State and Federal laws, as well as rules and regulations promulgated and adopted by the Borough which pertain to this use of outdoor cafés.
- The owner of the outdoor café shall be responsible for keeping the premises clean and free of trash and debris.
- Owners of an outdoor café shall stop serving customers and clear all tables of food beverages and customers on or before 10PM prevailing time.
- Outdoor cafés providing table service shall serve all products in glass or on china with silverware and linens. Outdoor cafés providing table service shall not utilize disposable products.
- Furnishings for outdoor cafés shall consist solely of movable tables, chairs and decorative accessories and must be kept in a state of good repair and in a clean and safe condition at all times.
- There shall be no objectionable advertising displayed on umbrellas or tables which are located on the sidewalk directly abutting or adjacent to the outdoor café.
- No tables, chairs or any other fixtures used in connection with an outdoor café shall be attached, chained or in any manner affixed to any tree, post, sign or other Borough-owned fixture.
- The outdoor café or its operation shall not damage, stain or discolor any part of the sidewalk or public right-of-way.