

City of Hoboken

94 Washington Street
Hoboken, NJ 07030

Dawn Zimmer
Mayor



Ann Holtzman
Zoning Officer

Ph. 201.420.2063
aholtzman@hobokennj.org

SIDEWALK CAFÉ LICENSE APPLICATION

Business Name: _____

Business Address: _____

Owner/Operator Name: _____

Owner/Operator Address: _____

24-Hour Contact Phone: _____

Email Address: _____

Maximum Number of Seats Proposed for Sidewalk Café: _____

Type of overhead covering to be used: Umbrellas Awning

Movable partition – description / specifications (type, material, height): _____

Check list of documents that must be submitted with application:

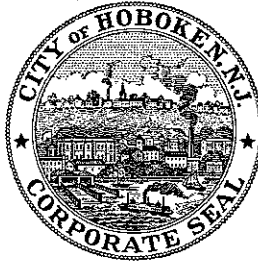
- Certificate of Liability Insurance Scaled drawing of café layout
- Hoboken Board of Health approval Letter from building owner approving cafe

I, _____, as a representative of the above named business, do hereby acknowledge that I have received, read and am legally bound by all sidewalk café compliance requirements as set forth in the "2011 Café Requirements" document dated March 1, 2011, and that noncompliance with said requirements may result in citations, fines and/or the loss of my café license.

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Sidewalk Café Compliance Requirements

- 1) No person may operate a sidewalk café without obtaining a license from the Zoning Officer of the City of Hoboken.
- 2) A completed license application form must be submitted to the Zoning Office, along with the following required documents and fees;
 - ✓ A certificate of liability insurance in the minimum amount of one hundred thousand dollars (\$100,000.00), naming the Mayor and Council of the City of Hoboken as coinsured. The policy shall be kept in full force during the operation of the sidewalk café.
 - ✓ A letter of consent from the property owner stating that the restaurant and its operator, by name, are permitted to operate a sidewalk café in front of their property.
 - ✓ A letter from the City of Hoboken Health Department confirming that the applicant is in good standing.
 - ✓ A scale drawing of the proposed sidewalk café showing all tables, chairs and accessory equipment; path of egress; the dimensions of the café; and width of adjacent sidewalk.
 - ✓ An application fee of twenty-five dollars (\$25), and licensing fees of three hundred dollars (\$300.00) for cafes seating sixteen (16) or fewer patrons and four hundred dollars (\$400.00) for cafes seating more than sixteen (16) patrons, payable to the City of Hoboken.
- 3) All establishments licensed to operate a sidewalk café shall display the license in an unobstructed location on the door or a window of the primary business which faces onto the sidewalk.
- 4) Licensed sidewalk cafes are permitted from April 1st to November 30th, inclusive and from 8:00 a.m. to 11:00 p.m. for food service. Alcoholic beverages may be served from 11:00 a.m. to 11:00 p.m., where permitted by Alcoholic Beverage Control laws.
- 5) Food service shall be available during all times in which the sidewalk café is open for business.
- 6) No sidewalk café shall be permitted to project into a sidewalk or public right-of-way more than half the width of the sidewalk or eight (8) feet, whichever is less, but in no case shall it extend so far as to leave less than six (6) feet for pedestrian traffic. Where the sidewalk is twenty (20) feet or more from the lot-line to the curb, then the sidewalk café may be permitted to project a maximum of ten (10) feet. No café shall exceed the width of the building frontage where the restaurant is located.

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- 7) The number of patrons served in the sidewalk café shall be limited to the maximum number indicated on the café license.
- 8) Café areas shall have an overhead covering consisting of either a retractable awning or individual umbrellas.
- 9) The café shall be enclosed on three sides by a moveable partition separating the café area from the public portion of the sidewalk. Partitions shall be no less than thirty (30") inches and no more than thirty-six (36") inches in height. The design of the partition shall be appropriate to the façade of the building and shall provide boundaries which allow patrons and pedestrians to clearly ascertain the entrance and exit to the premises.
- 10) At no time shall any partition, accessory equipment, or café furniture block or obstruct egress to and from a residential entrance.
- 11) No permanent form of space delineation or construction for the sidewalk café will be permitted within the public right-of-way; paint, carpet, platforms, or any other surface cover or treatment of any kind is prohibited unless expressly permitted by variance.
- 12) The sidewalk café partition, overhead covering, and all tables, chairs, and other café furniture shall be removed from the sidewalk at the close of business each day. Where planters have been approved as part of the movable structure, those planters shall be placed against the storefront façade over night.
- 13) Moveable partitions shall be anchored to the sidewalk by metal sleeves to be built into and flush with the sidewalk. When a partition is not in place, all sidewalk holes must be capped or covered to assure pedestrian safety.
- 14) Signs, hostess desks, service stations, planters and other accessory items associated with the sidewalk café shall not be permitted on the sidewalk outside of the designated boundary of the café.
- 15) Musical instruments, outside speakers or other sound reproduction devices shall not be operated or used within a sidewalk café for any reason.
- 16) Smoking shall not be permitted within a sidewalk café.
- 17) Cafes that do not have waiter/table services, such as take-out or self-service restaurants, must provide receptacle(s) for all used containers, wrappers, bottles, cans and other waste materials. The waste receptacles shall be located within the café perimeter. The café owner/operator shall dispose of the waste contents prior to the close of business each day and remove the receptacle from the sidewalk along with the other café equipment.

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- 18) It is the café operator's responsibility to securely anchor all equipment and materials, including but not limited to; awnings, umbrellas, tables, chairs, linens, tableware and paper products associated with the café to prevent them from being carried by wind beyond the perimeter of the property. Loose materials that are blown into the street and/or sidewalk retrieved immediately and disposed of.
- 19) The entire sidewalk area in front of the premises, including eighteen (18) inches into the street, must be maintained by sweeping or washing daily, as needed, by the licensee.

Sidewalk cafes shall not be permitted in front of bars, nightclubs, taverns or pubs where the sale and service of food is not a primary purpose.

The sidewalk café license shall be personal to the applicant; person or business entity, and may not be sold, leased or transferred and shall be deemed revoked by the sale or transfer of lease or title to the building or the business to which the sidewalk café is related.

The City of Hoboken expressly reserves the right to require the removal of any sidewalk café or other projection or encumbrance upon any street, sidewalk, or public easement which are improperly constructed, maintained or in violation of any of the above stated operational requirements.