



**City of Madison Building Inspection Division**  
 215 Martin Luther King Jr Blvd, Suite 017 PO Box 2984 Madison, WI 53701-2984  
 608.266.4551 <http://www.cityofmadison.com/dpced/bi/>

## Temporary Outdoor Seating Application

**BE SURE TO INCLUDE THE FOLLOWING WITH YOUR APPLICATION:**

- ✓ Site Plan showing location of outdoor seating. If you do not have a site plan, please email [Zoning@cityofmadison.com](mailto:Zoning@cityofmadison.com) to request a PDF copy.
- ✓ Property owner's approval

OFFICE USE ONLY	
Permit Number: LND	_____ -20____ - _____
Application Date	_____
Issued Date	_____
Approved by	_____
Zoning District	_____

Location Address 121 E Main St Madison WI 53703  
 Business Name Garcia LLC as senior Marchetes  
 Contact Person Ofelia Garcia Anchondo  
 Telephone 608-209-2825 Email mel'sremodeling12@gmail.com  
noelsremodeling12@gmail.com

**Which of the following best describes the Use?**

- Brewpub     
  Coffee shop or Tea House     
  Restaurant (You do NOT have an alcohol license)  
 Restaurant-nightclub (You have an entertainment license)     
  Restaurant-tavern (You have an alcohol license)

Do you have an existing outdoor seating Conditional Use approval?  Yes  No

Do you have an existing liquor license?  Yes  No

Your capacity limit set by Building Inspections: 127 in and out

I understand the temporary outdoor eating area requirements as listed on the following page and understand once this application is approved, it is only valid until **October 25, 2020**. Any violations of the temporary accessory outdoor eating area approved by the Zoning Administrator shall be enforceable by the Zoning Administrator as ordinance violations under Chapter 28, Madison General Ordinances.

Applicant signature: \_\_\_\_\_ Date: 06/24/2020  
 Owner's signature\*: \_\_\_\_\_ Date: 06/24/2020

\* Or attached separate letter of approval from owner

\*\*\* Please see following page for temporary outdoor seating requirements and Site Plan requirements \*\*\*

### Temporary Outdoor Seating Requirements

All temporary outdoor eating areas approved through this review are subject to the following requirements:

1. Hours of Operation
  - New Outdoor Eating Areas: between 7am – Dusk, as approved by the Zoning Administrator
  - Expanded existing Outdoor Eating Areas: Hours shall be set as provided in existing Conditional Use approval.
2. No outdoor amplified sound in new or expanded outdoor seating areas.
3. Additional Exterior lighting required for any expanded existing seating areas operating after dusk shall comply with Code requirements.
4. The Zoning Administrator, Traffic Engineer, and City of Madison Fire Department shall approve any outdoor seating under this order.
5. The site must be operated in conformance with all City of Madison Fire requirements for building accessibility, and regulations from Public Health Madison & Dane County.
6. Tables, chairs, barricades, and fencing shall be safely secured on site when not in use.
7. If alcohol is served, signs shall be displayed for patrons stating that alcohol must stay within the seating area.
8. **This temporary approval shall expire on October 25<sup>th</sup>, 2020.**

### Site Plan Review Requirements

The site plans shall be drawn to scale and shall accurately reflect the location and layout for the temporary facility. Temporary outdoor eating areas may be located in parking spaces or other paved areas on the zoning lot immediately adjacent to the tenant space, and must be designed to be accessible for persons with disabilities. The amount of parking replaced with seating will be approved on a case by case basis. Under no circumstance may the combined indoor and proposed outdoor seating exceed maximum capacity of persons, as established by the Building Inspection Division.

The site plan shall identify the tenant space and layout of the outdoor seating located on the site. Seating areas in parking lots shall be located behind traffic barriers, such as cones, type 3 barricades, portable fencing, etc., which shall be identified on the site plan. Seating areas for establishments with liquor licenses must secure the seating area with “light fencing”. Seating areas may not impede any vision triangles or accessible routes. If tents will be used, show location and dimensions of tents on the site plan. Additionally, no parking for disabled persons may be repurposed for outdoor eating areas, unless those spaces are relocated elsewhere on the property, which will need to be shown on the site plan, to confirm the location and width meets code requirements.

No permanent structures may be erected under this temporary approval. Tents that are 10 feet by 10 feet in size or smaller may be erected in parking spaces to provide shade for the dining area. The City of Madison Fire Department requirements are listed under “Madison General Ordinance (MGO) 29.355 - Use of Tents for Merchandising and Display; Wisconsin Administrative Code Chapter COMM 62; and 14, International Fire Code Chapter 24.” If you have any questions regarding the above requirements telephone the Fire Prevention Division at 266-4420. [Link to requirements.](#)

If you do not have a site plan of your lot, please email [Zoning@cityofmadison.com](mailto:Zoning@cityofmadison.com) to request a PDF copy.

The completed application, property owner approval letter, and site plan are to be emailed to [Zoning@cityofmadison.com](mailto:Zoning@cityofmadison.com) for agencies review. Any questions regarding this temporary outdoor seating application can be sent to [Zoning@cityofmadison.com](mailto:Zoning@cityofmadison.com).



# Applying for a Street Occupancy Permit

1. Obtain a Street Occupancy Permit application form. These are available at the Traffic Engineering/Parking Utility service counter or online at [www.cityofmadison.com/development-services-center/land-development/public-right-of-way/street-occupancy](http://www.cityofmadison.com/development-services-center/land-development/public-right-of-way/street-occupancy)
2. Complete the application form.
  - a. "Start date" is the date occupancy is to begin.
  - b. "Expiration Date" is the last date of occupation.
  - c. Fill in the street address of the Job Site. This includes street name and address number.
  - d. If there are additional streets being occupied, or the occupancy occurs on a different street than the address, complete the additional street section(s).
  - e. "Length of occupancy requested" is the length of street frontage in feet.
  - f. "Width of occupancy requested" is the width of the terrace, sidewalk, or street being used.
  - g. "Number of days requested" is the total number of days of occupancy.
  - h. Fill in the applicant information block.
  - i. Provide a sketch showing specific areas to be occupied and proposed placement of temporary traffic control measures.

Traffic Engineering staff will complete Special Requirements for Occupancy section.

3. Have your insurance agent complete the Certificate of Insurance (COI).

\*Note: Applicants requesting a permit for containers/trailers, for moving or temporary storage, do not require a personal COI. See instruction below:

  - a. The City of Madison's Risk Management department reviews and approves the Certificate of Insurance. Any questions concerning the obtaining, completion or submission of a COI should be directed to them. Contact information for Risk Management is as follows:

Website: <http://www.cityofmadison.com/finance/risk/>  
E-mail: [certificates@cityofmadison.com](mailto:certificates@cityofmadison.com)  
Phone: (608) 266-4671  
Fax: (608) 267-8705
  - b. The City of Madison needs to be the Certificate Holder and an additional insured. Certificate Holder language should be listed as follows:

City of Madison  
ATTN: Risk Management, Room 406  
210 Martin Luther King, Jr. Blvd.  
Madison, WI 53703

Also, the COI should list the City of Madison, its officials, agents and employees as additional insureds.
  - c. After completion of the COI, it must be submitted to Risk Management by e-mail, fax or in person. When the COI is sent in for approval, contact the Traffic Engineering official you were working with to verify it was approved. When it is approved, the permit can be issued.
4. Submit the Street Occupancy Permit Application and Certificate of Insurance to:

Traffic Engineering  
Madison Municipal Building  
215 Martin Luther King Jr. Blvd, Suite 109  
P.O. Box 2986  
Madison, WI 53701-2986  
(608) 266-4761 or (608) 267-1158 (fax)  
[SOP@cityofmadison.com](mailto:SOP@cityofmadison.com) (For all scanned applications)

  - a. If Traffic Engineering/Parking Utility can approve the application immediately, bring the form to Traffic Engineering/Parking Utility and staff will collect fees and issue the permit.
  - b. If Traffic Engineering/Parking Utility cannot approve the permit immediately, they will contact you within 48 hours after the receipt of the application.
  - c. For questions regarding review and approval of your Street Occupancy Permit application, contact 608-266-4761 to speak with a Traffic Engineering/Parking Utility staff member.
5. Upon review and approval of the Street Occupancy Permit application, and Certificate of Insurance, you will be notified and the permit paperwork will be made available for pick-up. The permit fee will be calculated by City staff. Permit fees are based on<sup>n</sup> street classification, type of occupancy requested (i.e. sidewalk, terrace, parking, etc.), length of frontage and duration of occupancy (with the exception of dumpsters and storage containers). Dumpster fees are \$50 for 30 days (or portion thereof). Storage container fee is \$50 for a maximum of 5 consecutive days of placement in the right-of-way.

# Plan

Draw a plan of the street, sidewalk and show the area that will be occupied below.

