

## Applying for an Outdoor Seating and Goods License

DO NOT apply for this license if you want to set up outdoor seating and already have a license issued by the Licensing Commission. Pursuant to Ordinance 12-14, the Licensing Commission licenses outdoor seating for restaurants and other Commission licensees. Apply instead for a Licensing Commission License Amendment.

DO NOT apply for this license if you want to install permanent signage or awnings on a building. Apply instead for a Sign and Awning License if that signage or awning will overhang a public sidewalk or other public way.

DO apply for this license if you wish to place A-frame signs, planters, merchandise, cold-weather vestibules, or other goods on a public sidewalk or other public way. Pursuant to Ordinance 12-14, the City Council licenses the placement of items on a public sidewalk or street in Somerville.

### TERM:

- The license expires on December 31 and is awarded for no more than one year.

### APPLICATION CONDITIONS:

- You must apply online.
- Your application must be approved by the City Engineer.
- If you are installing a temporary cold-weather vestibule, and it is located in a historic district, your application must be approved by the Historic Preservation Commission.
- If your outdoor items aren't directly in front of your storefront, you must clearly describe their location and the reasons for your application.
- You must obtain a City and County Licenses and Permits Bond in the amount of \$5,000, or designate the City of Somerville as an Additional Insured on your business liability insurance.
- You must have paid all taxes, fees or fines owed to the City of Somerville.
- The license is not transferrable.

### FEE:

- \$50.00 nonrefundable application fee.
- \$165.00 annual license fee, paid after the application is approved.

### ADDITIONAL DOCUMENTS REQUIRED:

The City requires that you upload the following documents as part of your application. The City will not process your application until these documents are included:

- The Workers' Compensation Insurance Affidavit (download the form when you apply).
- A scaled site plan showing the location and dimensions of the items on the sidewalk or public way, along with any signs, trees, or other obstructions.
- A photo or rendering of the item(s) to be placed on the public way.
- If you are installing a cold-weather vestibule, engineering drawings showing the anchoring method between the structure and the sidewalk.
- A City and County Licenses and Permits Bond in the amount of \$5,000, or a Certificate of Insurance showing the City of Somerville as an Additional Insured on your business liability insurance.

### HOW TO APPLY:

Go to <http://www.somervillema.gov/citizenserve>.

- Click the **citi~~serve~~serve** logo.
- Click "My Account."
- Log in, or, if this is your first online application, click "REGISTER NOW" to create an account.
- Scroll down and click "APPLY FOR A LICENSE."
- At Application Type, select "Business License."
- At Sub Type, select "Outdoor Seating."
- Enter your Business Name.

- At “Is this application for a new or existing business location?”:
  - Select “A new business location” if this is your first application in CitizenServe.
    - Enter the Somerville address of your proposed business, and click “FIND ADDRESS.
    - If CitizenServe doesn’t identify your address, select “USE THIS ADDRESS.”
  - OR
  - Select “An additional license for an existing business” if your business is licensed in Citizenserve.
    - At “License #” select a license you’ve received before.
- Answer the remaining questions.
- At Contacts, select a contact you’ve already entered, or, if you want the license mailed to a different address, select “Enter a new contact” and enter the mailing name and address.
- Upload the required documents, Accept all terms and conditions, Submit the form, and Pay the required fee.

#### **LICENSE CONDITIONS:**

- The Licensee agrees to use only those items described in the description and attached plan, and place all items on the sidewalk or public way in such a manner as not to obstruct pedestrian traffic and to permit an unobstructed path of travel in accordance with applicable federal and state law. The Licensee agrees to maintain a minimum clearance of 48” on the sidewalk or public way at all times.
- The Licensee agrees to remove all goods and other property from the sidewalk or public way no later than 9:00 PM, except for outdoor seating, which shall be removed at 10:00 PM, and outdoor vestibules, which may remain in place between November 15 and April 15.
- For temporary cold-weather vestibules:
  - a. The vestibule may only be installed between November 15 and April 15.
  - b. The covering material of the vestibule must be fade resistant and non-combustible.
  - c. The entrance awning(s) of the vestibule shall be erected with a minimum clearance of 7 feet.
  - d. The vestibule must be ADA-compliant.
  - e. No seating, menu stands, or other items shall be placed within the vestibule.
  - f. Signage on the vestibule shall not exceed the total signage allowance for the building or business, including all permanent signage. The size, location, design, color, texture, lighting and materials of the signage must reflect the scale and character of the building.

#### **QUESTIONS?**

- If you have questions, contact the City Clerk at [cityclerk@somervillema.gov](mailto:cityclerk@somervillema.gov).