



CITY OF PEORIA

**COMMERCIAL  
PARKLET +  
SIDEWALK CAFÉ  
PROGRAM**

PUBLIC WORKS DEPARTMENT  
3505 N DRIES LANE  
PEORIA, IL 61604  
309-494-8800  
[PWPERMITS@PEORIAGO.V.ORG](mailto:PWPERMITS@PEORIAGO.V.ORG)

REVISED APRIL 15, 2019



## **SIDEWALK CAFÉ**

A sidewalk café is a portion of a sidewalk used to provide additional seating for the adjacent business. The remaining sidewalk space must provide adequate accessibility.



## **COMMERCIAL PARKLET**

A commercial parklet is an extension of the sidewalk into an existing on-street parking space, which provides more space and amenities for retail food establishments.



## OVERVIEW

Completed commercial parklet and sidewalk cafe applications may be submitted via mail, email, or in person to the Public Works Department. Applicants may apply for either or both a commercial parklet and sidewalk café. Permits must be applied for, and issued, every year. The open call for applications begins **January 15**.

Applicants intending to serve food must have a valid food license. Applicants intending to serve alcohol must have a valid liquor license pursuant to Chapter 3 of the Municipal Code of the City of Peoria.

Sidewalk café permits are free of charge and valid March 1-December 1. Commercial parklet permits are \$350 per space for unmetered spaces and \$1450 per space for metered spaces (max 2 spaces) and valid April 1-November 15.

## CONSIDERATIONS

To find out if commercial parklets are accepted in a proposed location, see the map on next page and check location restrictions in the table on page 8. Still not sure? Contact the Public Works Department to ensure the proposed location is accepted at [pwpermits@peoriagov.org](mailto:pwpermits@peoriagov.org).

Acceptance or denial of permits will be issued within 5 weeks of receipt of a completed application, unless an adjacent property owner files an objection, in which case it will be reviewed by the Transportation Commission at the next regularly scheduled monthly meeting.



## CHECKLIST

- APPLICATION See pages 6-7
- BUSINESS LICENSE CERTIFICATE(S) Please provide copies of your relevant business license certificate(s).
- PHOTOGRAPHS Please provide 8.5" x 11" photograph(s) which are clear and depict the proposed site of the commercial parklet and its relationship to the surrounding public way.
- PLAN(S) Plan(s) shall be submitted on 8.5" x 11" paper(s) and clearly illustrate the proposed locations, dimension, layout/design, and materials of the commercial parklet.
- INSURANCE REQUIREMENTS  
The applicant shall file with the City, along with the application, proof of general liability insurance in the amounts listed in the following table, naming the city as co-insured.  
  
The Certificate of Insurance "Description" section must clearly indicate the following:
  - City of Peoria, its agents, and employees are listed as additional insured.
  - The specific public way use must be listed or it will not be accepted.
  - The Certificate of Insurance "Certificate Holder" section must include the following:
    - City of Peoria – Public Works Department
    - 3505 N Dries Lane, Peoria, IL 61604

# APPLICATION

Business Name  
Business Address  
City State Zip  
Legal Name of Entity  
Permit Mailing Address  
City State Zip  
Contact Person Title  
Phone Mobile  
Email

## BUSINESS LICENSE INFORMATION

City of Peoria Customer Service Number  
Current Retail Food License Number  
Current Liquor License Number (if applicable)

## PROPOSED LOCATION AND DIMENSIONS

Parking Space(s) (indicate 1 or 2) Sidewalk (yes or no)  
Street Name  
Length Width  
Materials  
Seating Capacity

## REQUIRED ATTACHMENTS

- Plan(s)/Drawing(s)
- Photograph(s)
- Copies of Business License Certificate(s)
- Certificate(s) of Insurance

# ACCEPTANCE OF TERMS

I hereby understand and accept the terms and conditions relative to the issuance of the Commercial Parklet or Sidewalk Café Permit, and by signing below, I acknowledge that I must adhere to the City of Peoria Municipal Code Chapter 26, Sections 286-303, as well as all the additional requirements promulgated herein:

1. Comply with all the requirements defined within Peoria’s Municipal Code,;
2. Resolve all Account Holds since failure to do so will prevent the issuance of this permit application;
3. Install or maintain the Commercial Parklet or Sidewalk Café after the issuance of the permit by the City of Peoria;
4. Install and/or maintain the Commercial Parklet or Sidewalk Café in a manner that complies with all applicable accessibility requirements under local, state, or Federal law.
5. Maintain cleanliness of the right-of-way within 50 feet of the approved installation.

I understand that failure to adhere to all conditions imposed in the permit may result in revocation of the permit.

SIGNATURE

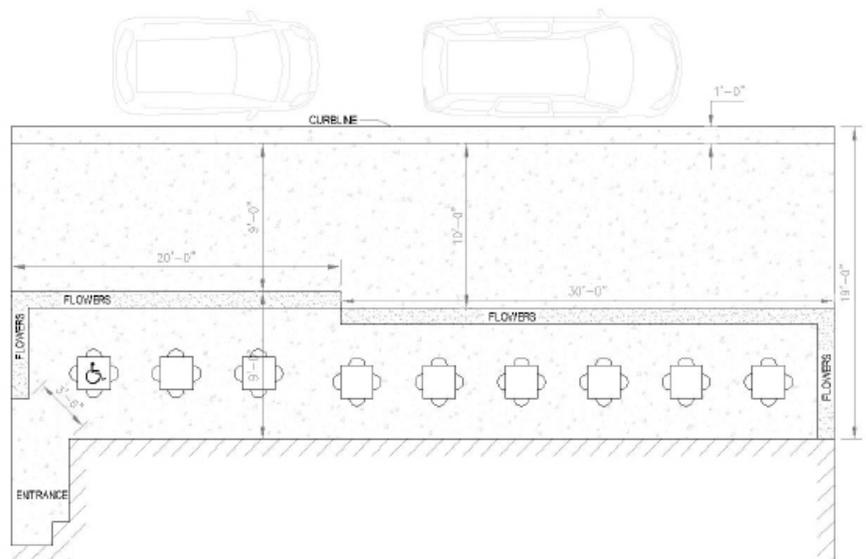
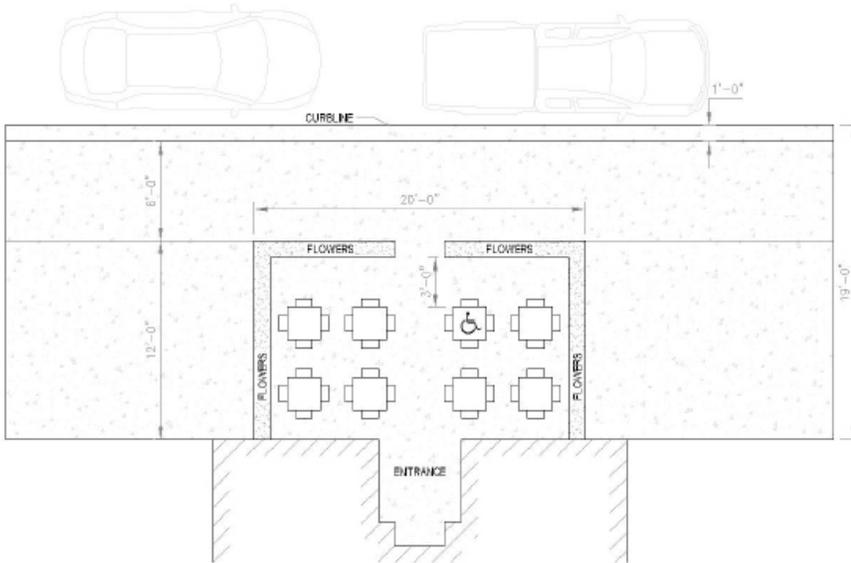
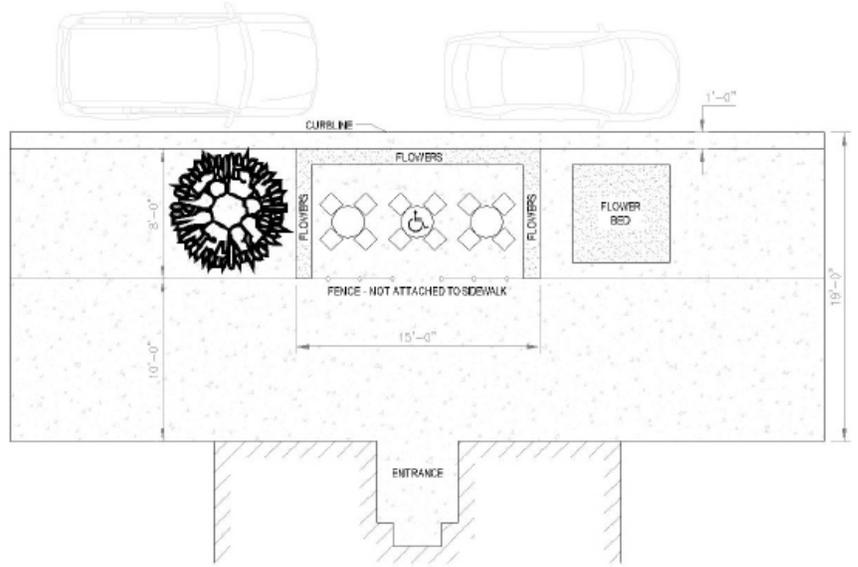
DATE



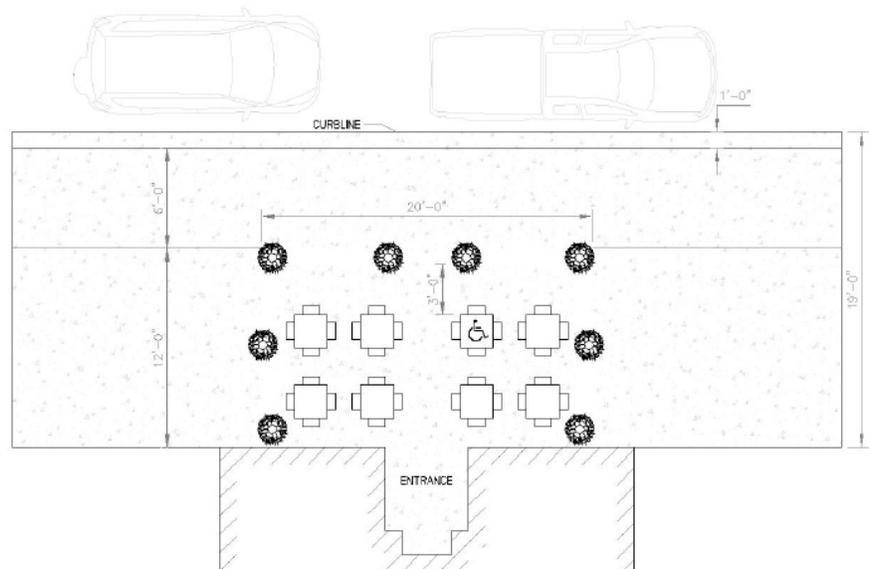
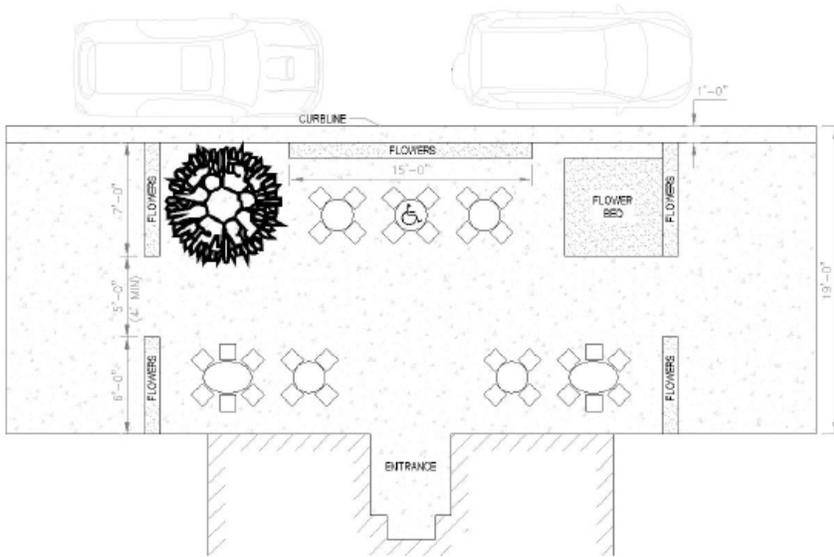
# PERMIT CRITERIA

CAFE TYPE	SIDEWALK	UNMETERED PARKING	METERED PARKING
<b>FEE</b>	\$0	\$350 PER SPACE MAX 2 SPACES	\$1,450 PER SPACE MAX 2 SPACES
<b>LOCATION</b>	NOT WITHIN A BUS STOP MAINTAIN AT LEAST 4' OF PEDESTRIAN PASSAGEWAY, 5' PREFERRED	NON-RESIDENTIALLY ZONED IN HEART OF PEORIA AREA STRIPED/DELINEATED PARKING SPACE SPEED LIMIT NO GREATER THAN 30 MPH NOT WITHIN A BUS STOP 15'+ FROM FIRE HYDRANT 50'+ FROM INTERSECTION 10'+ FROM ALLEY 5'+ FROM DRIVEWAY/CURB CUT	
<b>BOND</b>	\$1,000	\$10,000	
<b>INSURANCE</b>	GENERAL LIABILITY <ul style="list-style-type: none"> <li>\$300,000 PER PERSON</li> <li>\$500,000 PER OCCURRENCE</li> </ul> \$15,000 PROPERTY DAMAGE	GENERAL LIABILITY <ul style="list-style-type: none"> <li>\$600,000 PER PERSON</li> <li>\$1,000,000 PER OCCURRENCE</li> </ul> \$30,000 PROPERTY DAMAGE	
<b>PHYSICAL BOUNDARY</b>	IF ALCOHOL SERVED, ENTRANCE ONLY AREA THAT MAY BE OPEN	<ul style="list-style-type: none"> <li>SOLID-SIDED ON 3 STREET EDGES</li> <li>MAKE OF STRUCTURALLY SOUND MATERIALS</li> <li>FLUSH WITH SIDEWALK, NO MORE THAN .5" GAP</li> <li>DOES NOT IMPAIR DRAINAGE (BLOCK GUTTER, INLET, ETC.)</li> <li>OCCUPY 1 OR 2 PARKING SPACES</li> <li>MAX WIDTH 6'</li> <li>MAX HEIGHT 42"</li> <li>1' IN FROM TRAFFIC FACING EDGE</li> <li>SPACE LEFT FOR WHEEL STOPS: 4' BEHIND, 3' IN FRONT</li> </ul>	
<b>DESIGN</b>	<ul style="list-style-type: none"> <li>CONSISTENT WITH SURROUNDING NEIGHBORHOOD AESTHETIC</li> <li>BOUNDARY TO HAVE NO LESS THAN 50% COVERED WITH PLANTER BOXES</li> <li>MAINTAIN ACCESS TO BUILDINGS</li> <li>MAX 1 SIGN EACH SIDE, 8 SQUARE FEET MAX PER SIGN</li> <li>ADEQUATE LIGHTING NOT INTRUDING ON ADJACENT PROPERTY</li> </ul>		
	<ul style="list-style-type: none"> <li>FOR EVERY 100 SQ FT BEYOND STANDARD 300 SQ FT, MUST PROVIDE ONE 24" SHRUB OR EQUIVALENT</li> <li>MAY USE SHRUBS TO DELINEATE CORNERS OF CAFE IF ALCOHOL IS NOT SERVED</li> </ul>	<ul style="list-style-type: none"> <li>SEE DRAWINGS FOR PARKING SPACE LAYOUT REQUIREMENTS</li> </ul>	
<b>SEASON</b>	MARCH 1 - DECEMBER 1	APRIL 1 - NOVEMBER 15	
<b>HOURS</b>	NORMAL BUSINESS HOURS, EXCEPTING BETWEEN 12 MIDNIGHT - 6 AM		

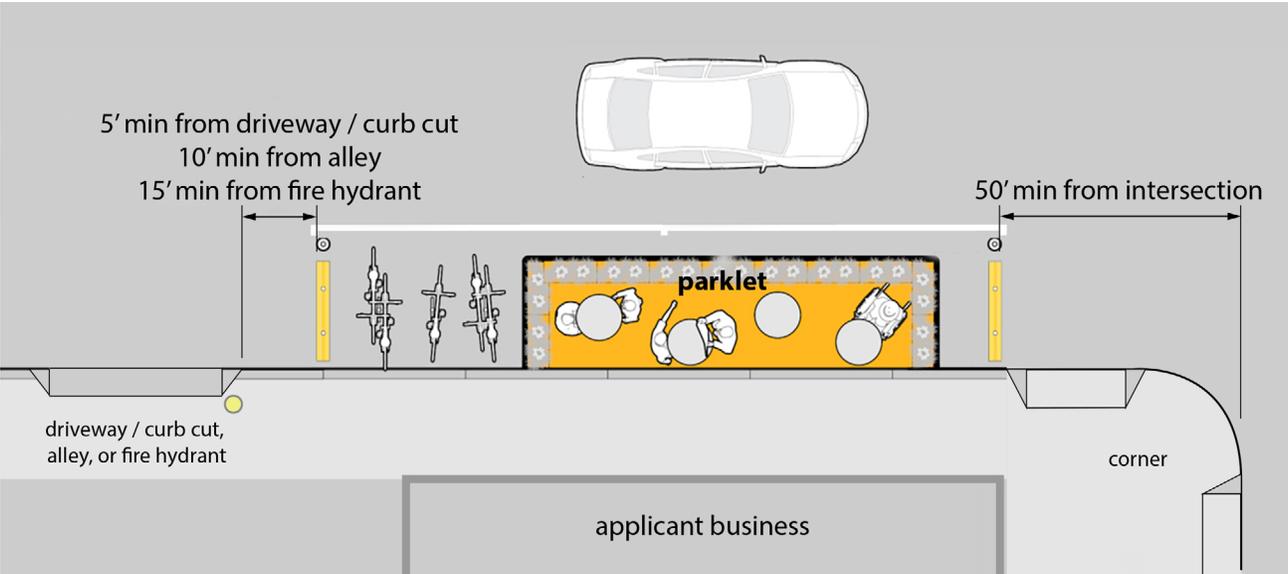
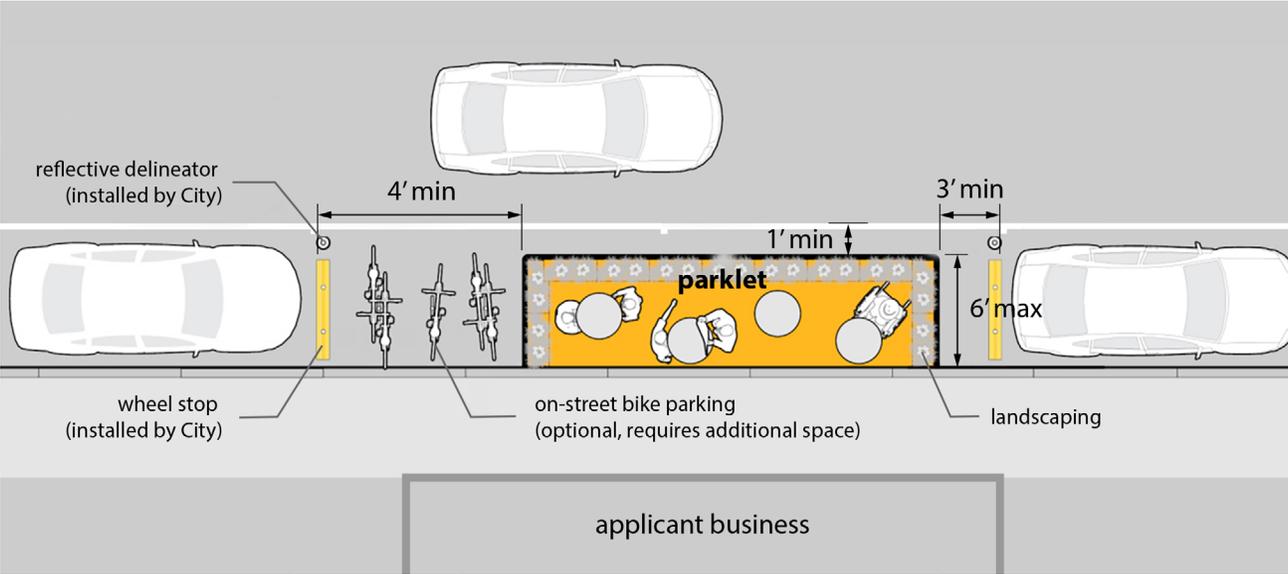
# SIDEWALK CAFÉ LAYOUTS AND REQUIREMENTS



# SIDEWALK CAFÉ LAYOUTS AND REQUIREMENTS CONTINUED

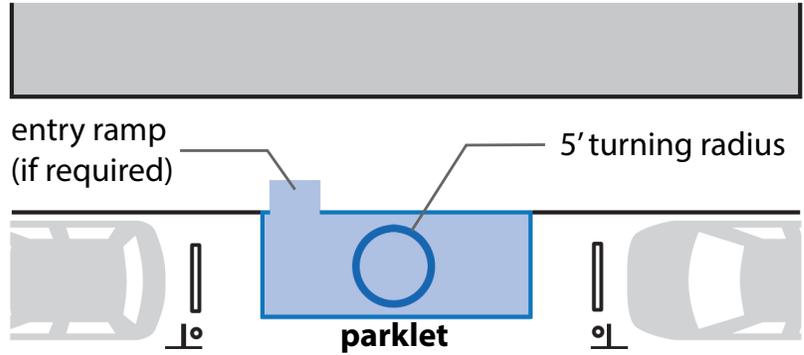


# PARKLET LAYOUTS AND REQUIREMENTS

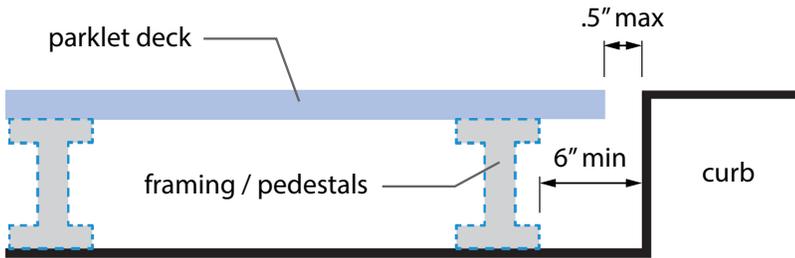


# PARKLET LAYOUTS AND REQUIREMENTS CONTINUED

ADA accessibility



drainage and deck gap



vertical deck-sidewalk difference

