



## CITY OF PITTSFIELD

DEPARTMENT OF PUBLIC SERVICES AND UTILITIES, 100 NORTH STREET, FLOOR M, PITTSFIELD, MA 01201  
TEL. (413) 499-9327 ~ FAX (413) 499-9418

### **TYPE OF PERMIT: SIDEWALK CAFÉ/OCCUPY THE RIGHT-OF-WAY**

#### **Instructions for completing application:**

**Completed application must be submitted at least seven (7) days prior to planned use of space. Submission of an incomplete application may result in a delayed approval. Applications shall be submitted digitally via email to Tim Croce at [tcroce@cityofpittsfield.org](mailto:tcroce@cityofpittsfield.org) or via fax at 413-499-9418. Please contact Tim with any questions via email or telephone at 413-499-9327.**

Please include the following materials/information:

- \_\_\_\_\_ A sketch plan of the seating that illustrates spacing, the number of tables and seats, and adequate spacing that maintains public access on the sidewalk of four (4) feet wide.
- \_\_\_\_\_ If the applicant does not own the premises, submit a letter from the owner agreeing to the use of the space. If the applicant does not own the premises and the proposed seating area exceeds the general storefront frontage into neighboring storefronts, please submit a letter from that business agreeing to the use of the space.
- \_\_\_\_\_ Certificate of Insurance naming the City of Pittsfield as an additional insured. Required insurance includes workers' compensation, public liability, property damage liability insurance, and comprehensive general liability. The Certificate may not be canceled or terminated without 30 days advanced notice to the City of Pittsfield.

*License period runs through November 1, 2020 or to the date of the lifting of the State of Emergency, whichever occurs sooner. Use of the space after November 1, 2020 may require additional permitting*



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**SIDEWALK CAFÉ/OCCUPY THE RIGHT-OF-WAY APPLICATION**

Establishment Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
FID #: \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

To occupy city sidewalk/right-of-way in front of: \_\_\_\_\_

- Copy of site plan:  Yes  No
- Copy of Alcohol License:  Yes  No
- Certificate of Insurance:  Yes  No

**FOR OFFICE USE ONLY:**

Police Department	<input type="checkbox"/>	Signature _____
Fire Department	<input type="checkbox"/>	Signature _____
Building Department	<input type="checkbox"/>	Signature _____
Health Department	<input type="checkbox"/>	Signature _____
Dept. of Community Dev.	<input type="checkbox"/>	Signature _____
Licensing Board	<input type="checkbox"/>	Signature _____
Dept. of Public Services	<input type="checkbox"/>	Signature _____

IN CONSIDERATION OF ISSUANCE OF SUCH A PERMIT, I HEREBY AGREE TO COMPLY WITH AND CONFORM TO ALL LAWS, RULES ORDINANCES, GENERAL CONDITIONS OF PERMITS, REGULATIONS AND POLICIES OF THE CITY, STATE OR FEDERAL GOVERNMENT CONCERNING THE CONSTRUCTION AND PROPER MAINTENANCE AND OPERATION OF OCCUPIED STREET AND SIDEWALK FACILITIES AS MAY APPLY. I FURTHER AGREE TO HOLD HARMLESS THE SAID CITY OF PITTSFIELD AND ITS AGENTS FROM ANY AND ALL LOSS, COST, DAMAGE, OR EXPENSES IN CONNECTION WITH OR CONSEQUENT UPON THE PERFORMANCE OF SAID WORK AND TO WAIVE ALL CLAIMS FOR DAMAGE IN CASE OF REVOCATION OF ANY PERMIT ISSUED PURSUANT TO THIS APPLICATION. APPROVAL IS VALID THROUGH NOVEMBER 1, 2020. CONTINUED USE OF SIDEWALK OR PUBLIC RIGHT-OF-WAY BEYOND NOVEMBER 1 (OR THE LIFTING OF THE STATE OF EMERGENCY) MAY REQUIRE ADDITIONAL PERMITTING.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS APPLICATION IS SIGNED UNDER PENALTIES OF PERJURY**