



Tables & Chairs Permit Application

STAFF USE ONLY

Date Received: _____
 Date Complete: _____
 Date Approved: _____
 Permit Number: _____
 Staff: _____

Disclaimer

While the City recognizes the potential for Tables & Chairs to enhance the public realm, the grant of a permit is a privilege and not a right. All Tables & Chairs permits are wholly of a temporary nature and can be revoked by the City of Tulsa at any time. Further, the City will, and by law must, retain the right to deny, restrict, or revoke this privilege in any instance where the public benefit of said permit is in doubt.

Tables & Chairs permit holders must comply with the terms and conditions of the permit, and must keep the sidewalk clean, safe for pedestrians, and clear of obstructions. In the event that a Tables & Chairs area does not meet the terms and conditions of the permit, the City of Tulsa may issue a Notice of Violation or may revoke the permit.

An encroachment (e.g., moving furniture into the Pedestrian Zone) placed upon or maintained within the public right of way or a public easement contrary to the terms of the Tables & Chairs permit program shall constitute a public nuisance. Businesses that have encroached upon a public right of way or public easement shall remove the violation or incur a fine. The encroachment shall not return to the public right of way or public easement until the issue has been completely resolved either by appeal, amendment, or re-permitting.

The City of Tulsa will strive to give adequate notice when possible to permit holders (typically 30-days) in the event that the Tables & Chairs area must be removed from the right-of-way for an event, construction, or for any other reason. In an emergency, the City of Tulsa may immediately clear the Tables & Chairs area to preserve public health and safety. If this should occur, the City of Tulsa will not be responsible for damages, including revenue losses.

A new permit is required if a business is sold. A permit amendment is needed if site conditions will change. If an Amendment Form was not submitted prior to making modifications, and/or the modifications are not in compliance with Tables & Chairs regulations or the original approved permit application, the permit will be revoked.

1. Contact Information

Applicant Name: _____
 Phone: _____ Email: _____
 Mailing Address: _____
 City: _____ State: _____ ZIP: _____

2. Business Information

Legal Business Name: _____
 Common Name (Doing Business As): _____
 Business Phone: _____
 Business Address: _____
 City: _____ State: _____ ZIP: _____

3. Tables & Chairs Location Details & Description

Name of Street or Streets on which the tables and chairs will be located:

North East South West side of _____ (Street name)
 North East South West side of _____ (Street name)

Total Square Feet of Project in Right-of-Way: _____

4. Description

If applicable, please include information about how furniture is to be secured.

Example: Build a 4-foot by 12-foot tables and chairs area outside our business; each end will include a 42-inch high barrier constructed of natural wood.

Tables & Chair Permit

Application

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5. Certification and Hold Harmless Agreement

I certify that the information contained in this application and any other materials submitted in the course of my application for a Tables & Chairs Permit is true to the best of my knowledge.

I shall hold the City of Tulsa, its officers, agents and employees, and the adjacent property owner free and harmless from any claims for damages to persons or property including legal fees and costs of defending any actions or suits thereon, including any appeals therefrom, which may result from the granting of this permit.

Being duly sworn upon oath, I state that I have researched and examined or caused to be researched and examined all recorded documents and instruments relating to said real property, and that all recorded easements, dedications and rights of way are known to me and are delineated on the plot plan which is a part of the application for building permit for new construction and/or enlargements of an existing building. It is understood that issuance of such building permit does not authorize or permit construction of a permanent structure over or upon any easement, dedication or right of way.

Applicant Signature: _____ Date: _____

6. Complete Application and Project Checklist

The following materials must be submitted to complete your application; if all materials are not received within 30 days of initial submittal, your application will be returned as incomplete.

Application Checklist

- Tables & Chairs Permit Application (*this form*)
- Application fee payment
- Tables & Chairs Responsible Party Agreement
- Tables & Chairs Property Owner Consent
- Current Certificate of Insurance and Endorsement

Project Checklist

- Site Plan (*see pages 16-23 in the permit program manual*)
- A minimum of three (3) digital color photographs of the proposed area for Tables & Chairs (*see page 17 in the permit program manual*)
- Product brochures, color photographs, and/or manufacturer cut sheets of proposed furniture

Tables & Chairs Permit Design Standards Checklist

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 Permit Number: _____

Design Standards Checklist

Any item which is on the following list and which is visible on the proposed site must be shown on the site plan submitted with this application. All items listed on this form will be checked by staff.

If applicable, dimensions must be included. If an item on the list is not applicable, please mark the N/A column.

If dimensions are not applicable, leave the box blank.

If an item on the list below is not visible at the site, please check the item off as "not applicable" (N/A).

Visible Items	Shown	N/A
Utility Poles	
Street Lights.....	
Parking Pay Stations.....	
Vaults (<i>manholes, etc.</i>)	
Bus Stops	
Bus Shelters.....	
Traffic Signs.....	
Sign Post	
Tree Pits.....	
Pedestrian Paths	
Sidewalk Intersections	
Fire Hydrants.....	

Sidewalk Site Plan Checklist

Make sure the following items are included on your site plan.

- Width of Adjacent Sidewalks (*from face of building to back of curb*)
- Width of unobstructed pedestrian zone
- Distance from the proposed Tables & Chairs Area of Operation to the nearest intersection
- Name and location of adjoining streets or alleys
- North Arrow and Scale
- Tables & Chairs Area of Operation dimensions (*delineate area with a dashed line*)
- Label adjacent building facade and facade length
- Building door swing dimensions
- End Barriers shown perpendicular to the face of building

	Yes	No	N/A
Will a minimum of 5' wide unobstructed pedestrian zone be provided at all times?.....	
Will setbacks meet minimum ADA standards ?	
Will setbacks meet the City of Tulsa Ordinance requirements?.....	
Will a 3' clear path of travel from any building exit be maintained at all times?	
Is the furniture for the Tables & Chairs movable?.....	

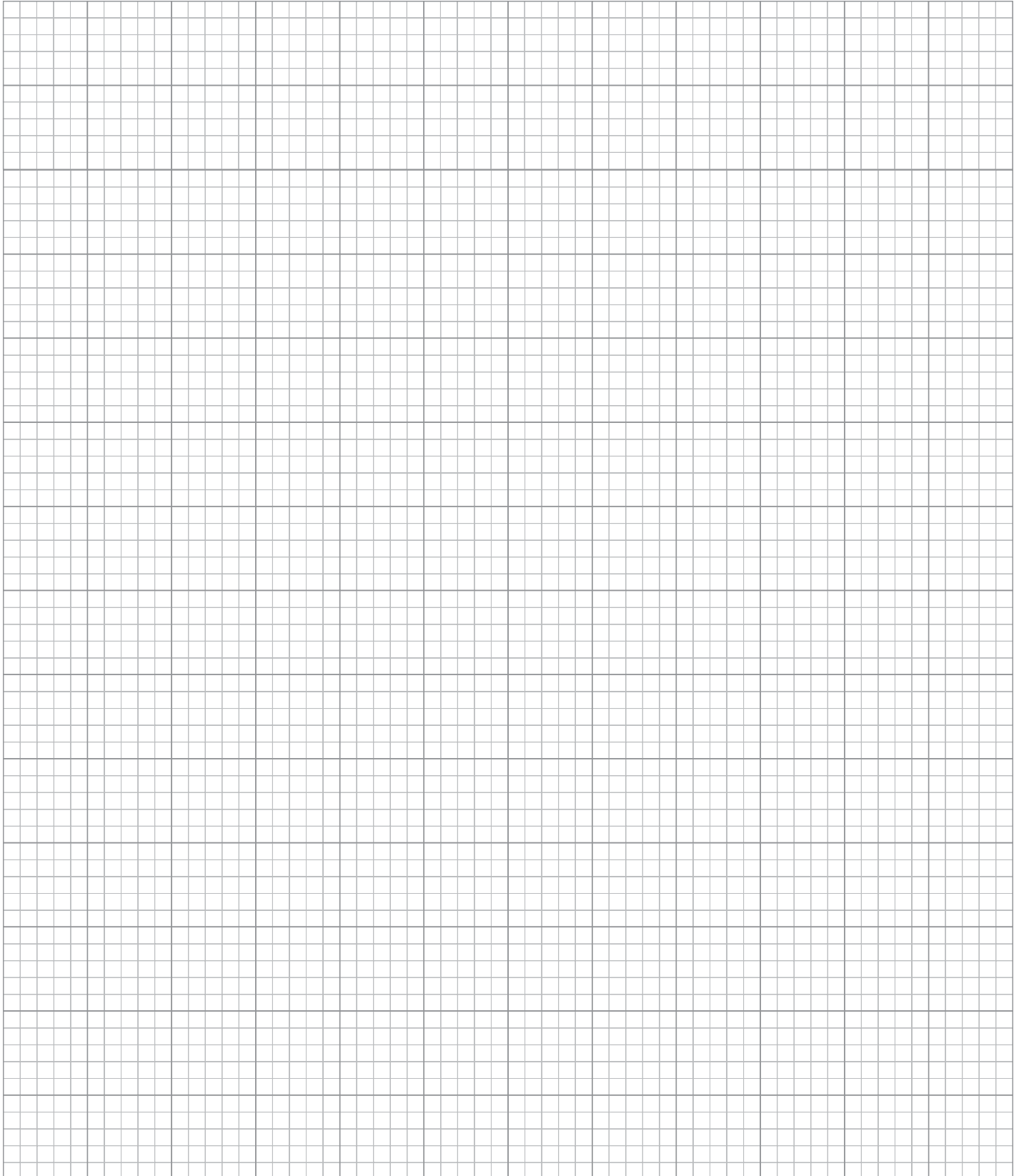
Tables & Chairs Permit Site Plan Template

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Permit Number: _____

Please illustrate your site plan below and indicate the scale and include a North arrow.
Example scale: 1 foot equals 5 small squares.

Check here if you have attached a drawing of your site plan to this application.



Tables & Chairs Permit Responsible Party Agreement

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Permit Number: _____

I, _____ (the Applicant), understand that a condition of the granting of my Tables & Chairs Permit is that I abide by this agreement. Failure to do so will result in the revocation of my Tables & Chairs Permit.

I understand that I am ultimately responsible for all violations of any City, County, and State code or regulation that result from the operation of my Tables & Chairs. I will familiarize myself with any applicable code and will take immediate action to ensure that any violations are corrected.

I understand that any violations that result from the operation of my Tables & Chairs are potentially citable offenses and that the citation may be issued to whomever is overseeing the operation of the business at the time, even if that person is someone other than me.

I will ensure that an employee of the business using my Tables & Chairs Permit is, at any time that my Tables & Chairs area is operating, overseeing the operation of the Tables & Chairs area and taking immediate action to ensure that any violations are corrected. I will familiarize any employee who is overseeing business operations or the operation of the Tables & Chairs with any applicable code or regulation and inform them of their responsibilities and personal liability.

If ownership of the property to which my Tables & Chairs is adjacent changes, I will submit an updated Tables & Chairs Property Owner Consent form to the Tables & Chairs program, as well as complete a new Tables & Chairs Permit application.

Applicant Signature: _____

Date: _____

Tables & Chairs Permit

Property Owner Consent

Complete if the business owner is different than the property owner.

STAFF USE ONLY

Permit Number: _____

I, _____ (Property Owner),
authorize _____ (Business Owner) to operate
the Tables & Chairs for _____ (Business).

This consent shall run concurrent with the Tables & Chairs Permit. If at any time the permit expires or is revoked, this consent shall be void. The operator of the Tables & Chairs is required to comply with all applicable sections of City, County, and State code. Failure to do so may cause the permit for said location to be revoked.

I understand this consent may be revoked in writing with the revocation to become final on June 30th of the same calendar year, or June 30th of the following year, whichever comes first. Any revocation received on June 1st through June 30th shall become effective thirty (30) days after receipt. Written revocation must be submitted to:

Tulsa Planning Office at INCOG
2 W. 2nd St., Suite 800
Tulsa, Oklahoma 74103

The business owner agrees to hold the property owner free and harmless from any claims for damages to persons or property including legal fees and costs of defending any actions or suits thereon, including any appeals therefrom, which may result from the granting of this permit.

The property owner is ultimately liable for any damage resulting from the condition of the sidewalk and is responsible for reconstructing, maintaining and repairing the sidewalks, curbs, driveways and parking strips abutting or immediately adjacent to their property.

Business Owner's Signature: _____ Date: _____

Business Owner's Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Property Owner's Signature: _____ Date: _____

Property Owner's Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Tables & Chairs Permit Insurance & Endorsement Information

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Permit Number: _____

Insurance requirements for street and sidewalk use permits: The City of Tulsa requires the following documents for Street and Sidewalk Use Permits. The certificate and endorsement must be approved by the City Attorney before a permit can be issued. Please allow six (6) business days for processing.

1. A Standard Certificate of Liability Insurance: The insurance certificate is intended to protect the public from any liability it may incur as a result of granting the requested permit. The certificate shall contain the following:
 - City of Tulsa named as the Certificate Holder with following address:
City of Tulsa
175 E 2nd Street
Tulsa, Oklahoma 74103
 - Minimum Coverage Requirements for Liability Insurance:
 - Per Occurrence coverage not less than \$1,000,000 (one million dollars) per occurrence.
 - General Aggregate coverage not less than \$2,000,000 (two million dollars).
 - Notification of Cancellation:
 - The City of Tulsa requires thirty (30) days written notice from the insurance company prior to cancellation of the policy.
 - In the “Description of Operations...” section of the certificate:
 - Indicate the type of permit requested (Tables & Chairs Permit)
 - If the insured seeks a permit for a location/locations that are different than the Insured’s address on the certificate, the location(s) must be listed.
2. Insurance Endorsement form: The City of Tulsa accepts endorsements referring to permits and state or political subdivisions:
 - The City of Tulsa *must* be listed in the schedule section of any endorsement where one is included.
 - The policy number on the certificate and on the endorsement must be an exact match.
 - The following endorsements are accepted:
 - Street and Sidewalk Use Permit Endorsement

Questions and Submissions

Tables & Chairs Permit Program
urbandesign@incog.org

Tulsa Planning Office at INCOG, 2 W. 2nd St., 8th Floor, Tulsa, Oklahoma 74103

Tables & Chairs Permit
City of Tulsa Street & Sidewalk
Use Permit Endorsement

STAFF USE ONLY
Permit Number: _____

Insured: _____

Affording Co: _____

Policy Number: _____

Effective: _____

This policy shall bear also the following endorsement:

“It is understood and agreed that this policy shall not terminate or be canceled without first giving thirty (30) days written notice of intention to terminate or to cancel said policy to the City of Tulsa c/o Tulsa Planning Office at INCOG, 2 W. 2nd St., Suite 800, Tulsa, OK 74103.”

This endorsement assures that the policy complies with the terms and conditions of the named insured’s permit with the City of Tulsa.

Authorized Insurance Representative Signature: _____

Date: _____

Name and Address of Certificate Holder: City of Tulsa
175 E. 2nd St.
Tulsa, Oklahoma 74103