



Permit Application for Outdoor Activity Areas at Alcohol Beverage Licensed Establishments

Permit application requirements. All outdoor activity area permit applications shall include the following:

- 1. The name and address of the applicant, which must match the name and address stated on the applicant's corresponding alcohol beverage license.

Name: _____

Address: _____

- 2. The address of the premises upon which the outdoor activity area is located, which must match the address of the premises stated on the applicant's corresponding alcohol beverage license.

Address: _____

- 3. A description of the proposed outdoor activity area, which shall, at a minimum, include the following information:

- a. A description of all intended activities to occur in the outdoor activity area.

- b. A description of all plans for live or recorded entertainment proposed to occur in the outdoor activity area.

- c. Proposed hours that the outdoor activity area will be open for use.

- d. A description of any sound amplification devices intended to be used in the outdoor activity area.

e. A description of all lighting intended to be used in the outdoor activity area.

f. A description of all efforts planned to be taken to mitigate the potential for unwanted light or sound to travel to neighboring properties. The common council may require the applicant to present technical drawings or plans of the sound and lighting system as part of the application.

g. A description of all efforts planned to be taken to mitigate the possibility of unauthorized underage persons gaining access to the premises, including any special devices to be used (such as, fencing or security cameras) and any special policies to be implemented (such as utilizing extra security personnel).

h. A description of all efforts planned to be taken to keep the outdoor activity area clean.

i. The capacity of persons able to use the outdoor activity area.

j. Any planned increase or decrease in off street parking for the lot.

4. A scale drawing shall accompany each application, showing all of the following:
 - a. The proposed size of the outdoor activity area.
 - b. The proposed location on the lot and dimensional relationship to the principal structure and all other existing improvements.
 - c. All boundary lines of the subject lot, and the dimensional relationship of such boundaries to each lot line.
 - d. Proposed locations of prominent fixtures intended for the outdoor activity area, including but not limited to, bars or serving areas, restrooms, entrances and exits, music amplification devices, stages, dancing areas, eating areas, sporting activity areas, sporting activity apparatus, and gaming device areas.

5. A \$10.00 nonrefundable annual fee to cover the costs of processing and investigation of the application. The fee amount for each type of permit shall be according to the fee schedule on file in the clerk-treasurer's office, which may be changed from time to time by resolution of the common council. Code Section 6-47.