



Outdoor Dining Permit Application



If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Check all that apply:

New Application for Outdoor Dining or **Renewal Application for Outdoor Dining**

Outdoor Dining in a **Public Park** If **Renewal**, are there changes to previous permit?
 Yes No

Outdoor Dining in a **Historic District**

Petition for Exception for Special Circumstances

Liquor License required

City Clerk signature for liquor license approval: AKTB

Location Name & Address: Coffee by Design 43 Washington St Portland ME 04101	Chart Block Lot
Owner Name: Alan Spear + Mary Allen Lindeman Owner Phone #: 207-879-2233	Total Square Footage of Proposed Outdoor Dining Area:¹
Applicant *must* be owner or lessee Name: Mary Allen Lindeman Address: 1 Diamond St City, State & Zip: Portland ME 04101 E-Mail: maria@coffeebydesign.com	Annual Fee: \$80 Total Sq. Ft.: _____ Sq. Ft. Fee: (sq ft x \$2) \$ _____ (sq ft x \$6 for public parks) (Due when issued) Total Fees: \$ _____ (Permit not issued until all fees are paid)
Current use: _____ Business name: _____	
Seating area dimensions: _____ How many chairs? <u>6</u> How many tables? <u>3</u> <input type="checkbox"/> Yes Alcohol is served. <input checked="" type="checkbox"/> No Alcohol being served.	
Who should we contact for the pre-inspection: <u>Maxine Wilkow</u> Mailing address: <u>43 Washington Ave Portland ME 04101</u> Phone: <u>207-879-2233</u>	

Please submit all of the information outlined in the Outdoor Dining Application Checklist. Failure to do so will result in the automatic denial of your permit. New applications and renewals are reviewed on an annual basis and should be submitted no later than June 1st.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information visit us on-line at www.portlandmaine.gov, stop by the Building Inspections office, room 315 City Hall or call 874-8703.

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

X **Signature of Applicant:** ma **Date:** 4/26/15

¹ In no instance shall the total square footage of dining area equal more than 10% of park space, unless the applicant receives a waiver from the Director of Parks and Recreation or his or her designee.

This is not a permit; you may not commence ANY work until the permit is issued. **RECEIVED**

RECEIVED
MAY 07 2015
Dept. of Building Inspections
City of Portland Maine

