



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
 Application for dining on Private Property

Outdoor Dining in a Public Park If Renewal, are there changes to previous permit?
 Outdoor Dining in a Historic District Yes No
 Petition for Exception for Special Circumstances
 Liquor License required?
City Clerk signature for liquor license approval: _____
_____:

Location Name & Address: Arabica Coffee 9 Commercial St	Chart	Block	Lot
Owner Name: Catherine Walsh	Total Square Footage of Proposed Outdoor Dining Area: ¹ 80 feet		
Owner Phone #: 207-318-8775	Fee: \$80 (Public-Annual) \$125 (Private 1X) Total Sq. Ft.: 80 Sq. Ft. Fee: (sq ft x \$2) \$ 160.00 (sq ft x \$6 for public parks)		
Applicant *must* be owner or lessee Name: Catherine Walsh Address: 10 Orchard Rd City, State & Zip: Cape Elizabeth ME 04107 E-Mail: arabicame@gmail.com	Total Fees: \$ 240.00 (Permit not issued until all fees are paid)		
Current use: coffee shop, bakery and roaster Business name: Arabica Coffee Company			
Seating area dimensions: 20 x 4 feet How many chairs? 8 How many tables? 4 <input type="checkbox"/> Yes Alcohol is served. <input checked="" type="checkbox"/> No Alcohol being served.			
Who should we contact: Catherine Walsh Phone: 207-318-8775 Address: 10 Orchard Rd Cape Elizabeth Me 04107 E Mail: arabicame@gmail.com			

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.

Signature of Applicant: Catherine Walsh Date: 7/25/2016

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.