



STREET SEAT RENEWAL FORM

RENEWAL APPLICATION FORM

I. UPDATING CONTACT INFORMATION

Site Address: _____

Installation dates (year round or identify seasonal installation and removal dates) _____

Applicant Contact Information Please provide updated contact information for the main contact assigned to work with PBOT staff.

Project Contact Name: _____

Phone Number: _____ Email: _____

REAFFIRMATION of Business/Organization and Property Owner's Support

I, the undersigned, do affirm that I am the owner or a duly authorized representative of the corporation owning the above referenced property. I have been made aware of the Applicant's intent to install a Street Seating extension in the parking lane in front of the business listed on this application and have no objections.

Business/Organization owner _____ {Signature}

{Print Name} _____ {Date} _____

Property owner _____ {Signature}

{Print Name} _____ {Date} _____

II. UPDATED MAINTENANCE & OPERATIONS PLAN

Maintenance Plan

PBOT staff will be conducting site visits to confirm maintenance needs of your Street Seat and determine what maintenance work will be required to approve the renewal permit. If applicable, please describe any updates or maintenance work that has been done in the past year and/or any immediate plans to improve the installation:

Cleaning Schedule

Please describe the cleaning schedule for the Street Seat. Describe frequency and strategy for

Other Issues

Are there any other issues that need attention by City staff or that the City should be made aware of?

III. RENEWAL APPLICATION SUBMISSION INSTRUCTIONS

Please include the following paperwork to ensure your application is complete:

- Completed Renewal Application: Updated Contact information, Reaffirmation of Support, and Updated Maintenance & Operations Plan.
- Updated Street Seat & Sidewalk Seating Layout Drawing. See following page. Include both proposed seating for platform and sidewalk is applicable.
- Liability insurance documentation (*for questions call 503-823-4554*):
 - *Standard Certificate of Liability Insurance, with the City of Portland named as the Certificate Holder.*
 - *An endorsement, on file with the certificate, naming the City of Portland as an additional insured.*
- Send scanned documents by email to streetseats@portlandoregon.gov

STREET SEAT & SIDEWALK SEATING LAYOUT

Please include in your sketch:

- Accurate dimensions of sidewalk width, Street Seat, and [PBOT approved sidewalk café seating area](#)
- Total number of proposed seats on sidewalk and Street Seat.
- All features and obstructions on the sidewalk. Include street names.
- REMINDER: A Clear Pedestrian Zone of **8 feet** is required for all Street Seats (*as of May 2014*)

