



# Sidewalk Café

## LICENSE APPLICATION

This is the City of Dallas Sidewalk Café License Application. It is to be used for any person or entity seeking a Sidewalk Café License. A Sidewalk Café as defined in Chapter 316 of the Texas Transportation Code is an outdoor dining area that is located on a sidewalk and contains removable tables, chairs, planters, and/or related appurtenances.

Prior to starting the application process, please read and familiarize yourself with this form and all associated required documents in their entirety (a link to supplemental forms can be found at the end of this form). Typically, this process takes three to four months from the time a completed application is submitted to the time of Council action (if no delays exist, due to lack of information). The annual license fee for a sidewalk café is \$200.00 per year.

Completed applications may be submitted via mail, or in person at our Real Estate office at City of Dallas, Department of Public Works, Real Estate Division, 320 E. Jefferson Boulevard, Room 203, Dallas, TX 75203. Remit this application along with the below required items for further consideration.

**For more detail on the terms and conditions of a license or if you have questions, please call our office at(214) 948-4100 to schedule a consultation meeting with a Real Estate Specialist or visit our website at <https://dallascityhall.com/departments/public-works/realestate/Pages/newly-created/Sidewalk-Cafe.aspx>.**

**\*NOTE: IF APPROVED, THE LICENSE WILL GRANT USE OF THE PUBLIC RIGHT-OF-WAY FOR THE PURPOSE OF A SIDEWALK CAFÉ. ADDITIONAL LICENSE AND/OR PERMIT REQUIREMENTS MAY BE REQUIRED AS IT RELATES TO SIGNS, PLANTERS, LANDSCAPE, AWNING/CANOPIES OR ANY OTHER USE OF THE PUBLIC RIGHT-OF-WAY. IT IS THE RESPONSIBILITY OF THE APPLICANT TO OBTAIN ANY REQUIRED PERMITS AND/OR ADDITIONAL LICENSES.**

### REQUESTOR:

(Select only ONE, the individual or business entity to whom the LICENSE will be granted)

PROPERTY OWNER

TENANT

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PRINT NAME

Café name: \_\_\_\_\_

Café physical address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Nearest two cross streets: \_\_\_\_\_ and \_\_\_\_\_

Contact name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

Please review the above information for accuracy, any omissions/inaccurate or missing information will delay the process of your application.

**\*Please continue to next page\***

**REQUIRED DOCUMENTATION & FEE INFORMATION \***  
**FAILURE TO SUBMIT ALL REQUIRED DOCUMENTS WILL DELAY PROCESSING**

- Application Fee - \$100.00 (non-refundable – Payable to the “City of Dallas”)
- If applicant is the Owner: Copy of Deed
- If applicant is a Tenant (non-owner):  Copy of Lease with Period Terms AND  Property Owner Authorization Form
- Recording Fee - \$75.00 - (Cashier Check or Money Order made payable to “City of Dallas”) separate from application fee
- Photograph(s) of the area of proposed Sidewalk Café
- Dimensions drawn of the proposed area: Length\_\_\_\_\_ Width\_\_\_\_\_ and show sidewalk use that will remain for public pedestrian walkway

\*After the application is processed, additional documentation may be required.

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Additional FEES are assessed for supplemental uses of the right-of-way. If ADDITIONAL USES of the public right-of-way are a consideration with the SIDEWALK CAFÉ license, describe EACH use and quantify below: i.e. planters, bollards, crosswalk texturing, awning/canopy with or without premise sign, landscaping, lighting, benches, flagpoles, trash receptacles, etc.

Example: 2 Canopies with premise signs, 4 benches, landscaping and irrigation

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**By signing, I hereby attest I am the authorized owner/officer of the business submitting this application and that all information has been attached true and accurate. I acknowledge that I must adhere to the City of Dallas City Code Sections 43-112, 43-115, 43-115.1 defined sidewalk café requiring compliance with the Sidewalk Café Design Standards Manual;**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supplemental Forms can be found here:**

<http://dallascityhall.com/departments/sustainabledevelopment/realestate/Pages/sidewalk-cafe.aspx>

- Information About Form 1295 and Form 1295 Sample
- Sidewalk Café Design Standards
- Property Owner Authorization Form