



(Official Use)

License #: \_\_\_\_\_

License Fee- \_\_\_\_\_

\$ Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

APPROVED  
 DENIED

\_\_\_\_\_  
SIGNATURE OF ENFORCING AGENT

\_\_\_\_\_  
DATE ISSUED

**Application Fee:**

Initial = \$100.00

Renewal = \$100.00

Building Department  
295 Closter Dock Road  
Closter, New Jersey 07624

Phone: (201) 784-0600 ext. 441 ♦ Fax: (201) 784-4711 ♦ Email: construction@closternj.us

# Outdoor Café Annual License Application

- 1.) **PROPERTY ADDRESS:** \_\_\_\_\_ **BLOCK / LOT:** \_\_\_\_\_ / \_\_\_\_\_
- 2.) **APPLICANT:** NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_
- 3.) **LAND OWNER:** NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_
- 5.) **TRADE NAME OF ESTABLISHMENT REQUESTING LICENSE:** \_\_\_\_\_
- 6.) **CALENDAR YEAR FOR WHICH LICENSE IS BEING REQUESTED:** \_\_\_\_\_
- 7.) **LICENSE TYPE:**  INITIAL  RENEWAL

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

## **Submission Requirements**

- 1.) CERTIFICATE OF BUSINESS FORMATION FOR SUBJECT FOOD / DRINK ESTABLISHMENT (ISSUED BY STATE OF NEW JERSEY);
- 2.) HOLD HARMLESS AGREEMENT INDEMNIFYING BOROUGH OF CLOSTER FROM ANY AND ALL CLAIMS, DAMAGES, FEES AND JUDGEMENTS WHICH MAY INCUR DUE TO INJURY, DEATH, DAMAGE, ETC., RELATING TO OPERATION AND MAINTENANCE OF OUTDOOR CAFÉ;
- 3.) CERTIFICATE OF LIABILITY INSURANCE CONFIRMING BOTH \$1,000,000.00 MINIMUM IN COVERAGE FOR SUBJECT FOOD/DRINK ESTABLISHMENT AND BOROUGH OF CLOSTER AS ADDITIONALLY-INSURED ON POLICY;
- 4.) LAYOUT PLAN DEPICTING:
  - SEATING;
  - TABLES;
  - UMBRELLAS;
  - PORTABLE ENCLOSURES SEPARATING OUTDOOR CAFÉ FROM PEDESTRIAN TRAFFIC;
  - EXTERIOR LIGHTING;
  - FOOD / BEVERAGE PREPARATION AREAS;
  - PERMANENT FIXTURES IN VICINITY OF OUTDOOR CAFÉ (FIRE HYDRANTS, PARKING METERS, UTILITY POLES, LANDSCAPING, BENCHES, SIDEWALKS, ETC.);
  - LOCATION OF DOORS ACCESSING SUBJECT FOOD / DRINK ESTABLISHMENT;