

City of Port Jervis, New York



Building Department
PO Box 1002
20 Hammond Street
Port Jervis NY 12771
(845) 858-4000 Ext 4080
Fax # (845) 856-6913
www.portjervisny.gov

Sidewalk Café Permit Application Information

The following must be submitted with this application:

A site plan and property survey map, drawn to scale, showing the proposed sidewalk café, tables, chairs, barriers, proper clearance around ingress & egress to the building, location of the FDC connection for the building, and proper amount of clearance on the sidewalk for pedestrian traffic.

Sidewalk Cafes shall be permitted uses in the Central Business District (CBD) and Neighborhood Mixed Use (NMU) Zoning Districts under the following conditions:

1. It is an accessory use to a food service establishment, restaurant, bar establishment lawfully operating on the first floor of premises.
2. It is operated by the entity which operates the food service, restaurant or bar establishment.
3. It shall be located adjacent to the primary structure on the premises and may not be separate from the primary structure by normal pedestrian use.
4. All food and beverages to be served or consumed at sidewalk cafes shall be prepared within the existing food service establishment. The food service establishment shall not serve food or beverages to a patron at a sidewalk café area unless the patron is seated at a table.
5. Any area designated for the possession of open containers, as defined by Chapter 210 of the City Code of the City of Port Jervis, is clearly separated from the rest of the public sidewalk by an appropriate barrier which shall include weighted stanchions and fencing with a minimum height of thirty-six (36) inches and a maximum height of forty two (42) inches.
6. Such barrier shall be of a type of material that is consistent with the aesthetic of the neighborhood as determined by the Code Enforcement Officer. Such barrier shall be made of steel or iron and weighted to prevent movement from the designated area.
7. No permanent structure may be affixed to the sidewalk or any building.
8. The sidewalk café area shall not violate the minimum sidewalk clearance required for a public sidewalk under the Americans with Disabilities Act, the regulations of the New York State Department of Transportation, or any other applicable New York State or Federal statutory requirements.
9. Sidewalk Café area shall not block FDC Connection.
10. No sidewalk café shall operate after 10:00 p.m. or when the establishment for which it is associated is not open to the public.
11. The public property on which sidewalk cafes are located and the surrounding area shall at all times be kept free and clear of litter, debris and any substance that may damage the sidewalk and surrounding premises free of litter at all times.
12. No live or mechanical music shall be permitted outdoors in the sidewalk café area.

Sidewalk Café Permit Application

Date: _____

Check One: New Application

Renewal Application. If renewal, check one of the following:

Same set-up as previously approved Sidewalk Café permit

New set-up (must provide updated site plan)

Section: _____ Block: _____ Lot: _____ Zone: _____

Business Name: _____

Business Address & Phone Number: _____

Days of the week Sidewalk Café will operate: _____

Hours of Operation of Sidewalk Café: _____

Will Alcoholic Beverages be served at Sidewalk Café? Yes No

Applicant Name, Address & Telephone Number:

Owner Name, Address & Telephone Number (if different than applicant):

Signature of Applicant: _____ Signature of Property Owner: _____

For Office Use:

Application: Approved Disapproved Date: _____

Building Official