

**STREETS SIDEWALK CAFÉ REVIEW APPLICATION
RIGHT-OF-WAY (ROW) UNIT**

Included	Approved	<i>SIDEWALK CAFÉ PLAN REQUIREMENTS</i>
		<i>Plans should be prepared, signed and sealed by a design professional licensed in the Commonwealth of Pennsylvania. Plans <u>not</u> prepared accordingly will be subject to a 90-day review. Site inspection will occur during the review process in order to verify the accuracy of the submitted plan.</i>
		Submit an aerial view Site Plan which: - Clearly dimension all items located in the right-of-way that require Streets Department review and approval. Indicate the length, width, height, and distances from both the curb and property lines. - Label all items on the plan as either "PROPOSED" or "EXISTING." - Ensure the plan is drawn to scale. - Provide an appropriately oriented north arrow on the plan. - Include all information required by this checklist directly on the plan.
		Clearly show all EXISTING and PROPOSED sidewalk café areas on the plan. Represent each area as a shaded rectangle that encompasses all tables, chairs, and heaters.
		Show all curb lines and property lines. For corner properties, also include the Point of Tangency (PT), Point of Curvature (PC), Point-of-Intersection (PI) and corner radii.
		Provide roadway information in accordance with Streets Standard Detail PP0101
		Show all existing transit stops and shelters (must maintain a minimum 15-foot distance)
		Show all existing doors, steps and areaways (egress wells, Bilco doors, etc.) on the plan.
		Show all existing street furniture at the project location and adjacent properties. Examples include street trees, fire hydrants, inlets, traffic signs and signals, streetlight poles, manholes, ventilation grates, valve boxes, sewer vents, bike racks, and similar features.
		Identify the minimum Walking (50% of entire sidewalk Footway Breakdown), Furnishing and Building Zones per §11-900 (Complete Streets Policy) and §9-208 (Sidewalk Cafés) of the Philadelphia Code.
		Provide the hours of operation in accordance with §9-208 and any agreements made between the owner and the community.
		Include at least two (2) photographs showing the existing site conditions. The photos should provide both parallel and perpendicular views of the location in relation to the roadway and sidewalk.
		Include the following mandatory notes on the plan: <i>The placement or maintenance of this sidewalk café shall not impede or endanger pedestrian travel or obstruct or interfere with the installation or maintenance of underground utilities.</i> <i>The licensee shall be responsible for keeping all visitors, patrons, employees, and café fixtures, including, without limitation, tables, chairs, and heaters, from occupying or encroaching into the required clear sidewalk space as shown on the approved plan.</i> <i>No structures, decks, rails, or other permanent encroachments shall be installed.</i> <i>No part of the sidewalk café shall be secured or fastened to the sidewalk.</i> <i>The Streets Department reserves the right to modify or revoke this approval as necessary.</i>
		Ensure sufficient space on the plan for all required approval stamps.
		<i>NOTE: A completed application for Encroachment Legislation and a completed Plan Review Checklist No. 4 are required for proposed sidewalk cafés that are not permitted under § 9-208(2) of the Philadelphia Code. Submit these documents via eCLIPSE under Encroachment Ordinance Legislation.</i>

Due to the complexity of some applications, the City reserves its right to require additional information.