

TOWNSHIP OF CRANFORD – ZONING OFFICE
8 Springfield Avenue - Cranford, NJ 07016
Phone: (908) 709-7216 • Fax: (908) 276-7664
SIDEWALK CAFÉ PACKAGE



April 16, 2012

Re: Sidewalk Café Permit

Dear Cranford Business Owner:

Planning to offer your patrons the enjoyment of dining at a sidewalk café? If so, please complete the enclosed Sidewalk Café Permit Application and return it to the Township Zoning Office, along with:

- A copy of your Certificate of Liability Insurance, which should name the Township of Cranford as an additional insured, with a minimum of \$1,000,000.00 in Commercial General Liability.
- A plan (hand-drawn is acceptable) showing the proposed location and layout of the sidewalk café. Please be mindful that a minimum of four feet from the curb line must remain open to maintain pedestrian access. (A copy of sidewalk café code in its entirety and a list of café guidelines are enclosed.)

Upon approval of the application, the Zoning Officer will issue your permit, to be displayed in public view.

If you have any questions about this process, you are most welcome to call us at 908.709.7216.

All the best!
Planning and Zoning Office
Township of Cranford

Sidewalk Café Permit Application

TOWNSHIP OF CRANFORD - ZONING OFFICE

8 Springfield Avenue - Cranford, NJ 07016

Phone: (908) 709-7216 • Fax: (908) 276-7664



Please print all information:

1. Business Information

Business Name: _____

Business Address: _____ Block: _____ Lot(s): _____

Business Owner's Name: _____

Business Phone#: _____ Cell Phone# (Optional): _____

E-Mail Address (Optional): _____ Web site (Optional): _____

Would you prefer to receive this form by email next year? ☐ Yes ☐ No

Business Days/Hours: _____

2. Sidewalk Café Specifics

Number of Outdoor Tables: _____ Number of Chairs: _____

Umbrella(s): ☐ Yes ☐ No If yes, how many: _____ Menu Board: ☐ Yes ☐ No

Barricade/Screening Type: _____

Submit completed form, copy of liability insurance & proposed layout to:

Township of Cranford ♦ Zoning Department

8 Springfield Avenue ♦ Cranford, NJ 07016

OFFICE USE ONLY

Date received: _____ Date approved: _____

Proof of Liability Insurance Submitted: ☐ Yes ☐ No

Township of Cranford Insured: ☐ Yes ☐ No

Code-Compliant Plan Submitted: ☐ Yes ☐ No

Permit No.: _____

§ 204-11.1. Sidewalk cafés. [Added 6-7-1993 by Ord. No. 93-29; amended 7-17-2001 by Ord. No. 2001-19]

- A. Any eating establishment located in the Special Improvement District established by Chapter 199 of this Code may, upon application for and issuance of a permit pursuant to this section, utilize part of the sidewalk in front of its place of business for a sidewalk café.
- B. Application for the sidewalk café permit created under this section and operation of any sidewalk café shall be in accordance with rules and regulations established by the Chief Executive Officer of the District Management Corporation or as created or modified by resolution of the Township Committee.
- C. Application for such permit shall be made to and granted from the Building Subcode Official.
- D. A permit shall be granted only if the proposed sidewalk café conforms with the following:
 - (1) The café shall be confined to the area directly in front of the existing eating establishment, unless written permission of any adjacent property owner and ground floor occupant shall be submitted and filed with the application.
 - (2) Any café shall not interfere with access to the building entrance or exit, any basement entrance or any fire hydrant, bus stop, parking meter or public alleyway.
 - (3) A minimum of four feet from the curb line must remain open to maintain pedestrian access.
- E. Applicants shall be required to submit proof of liability insurance for the proposed sidewalk café, naming the Township of Cranford as an additional insured, with minimum limits of liability in an amount established in the rules and regulations.
- F. The sidewalk café permit shall be an annual permit. There shall be no fee for the permit. Use of the premises for sidewalk cafés shall be permitted seasonally and only as prescribed in the rules and regulations.
- G. The rules and regulations established pursuant to this section shall be filed with the Township Clerk and available for public inspection.
- H. Any sidewalk café permit may be suspended or revoked by the Building Subcode Official or by the Township Committee upon a violation of this section or the rules and regulations. Such suspension or revocation shall be in writing and delivered personally or mailed by certified mail to the permit holder at the address set forth in the application.
- I. Any suspension or revocation issued by the Building Subcode Official may be appealed to the Township Committee within 15 days of the mailing of such notice.
- J. The granting of a permit under this section shall not be construed to permit any activity otherwise prohibited by this Code or by other law.

- K. Notwithstanding the provisions of §§ 58-11 and 58-12 of this article, consumption of permitted alcoholic beverages shall be allowed at a sidewalk café holding a valid permit under this section as follows: [Added 10-7-2003 by Ord. No. 2003-35]
- (1) Consumption of alcoholic beverages shall be permitted only at sidewalk cafés with wait staff serving patrons.
 - (2) Beer and wine shall be the only permitted alcoholic beverages to be consumed at permitted sidewalk cafés which do not hold alcoholic beverage control licenses.
 - (3) No alcoholic beverage control licensed premises may serve alcoholic beverages at a sidewalk café until and unless the licensee shall have applied for and received approval of a place-to-place transfer of its license for expansion of its premises to include the sidewalk café area.
 - (4) Nothing contained in this subsection shall be construed to permit service or consumption of alcoholic beverages at any time or at any place or in any manner other than as permitted under this subsection and the rules and regulations promulgated hereunder.

General Rules for Sidewalk Cafes

1. The outdoor café will be permitted following receipt of permit.
2. The café cannot extend past side property line (without written permission from a neighboring store/property owner) or interfere with access to entrance/exit, basement entrance, fire hydrant(s), bus stop, parking meter(s), or public alleyway.
3. A minimum of four (4) feet from curb line must remain open to maintain pedestrian access.
4. Platforms are prohibited.
5. A temporary barricade must be provided to separate the café from the sidewalk. Suggestions are: Planters, railings, or ropes with posts.
6. It is prohibited to locate a café over manhole covers, sewer vents, sidewalk elevators, etc.
7. All café materials must be removed from the public right of way at closing of each day. The maximum closing hour is 11 pm.
8. Menu boards or additional sidewalk signs must meet required guidelines. (Guidelines enclosed)
9. Proof of liability insurance must be submitted naming the Township of Cranford as an additional insured on the certificate of insurance. The minimum amount of liability is \$1,000,000. A copy of the certificate will be kept on file with the application.
10. Health codes for outdoor cafés must be adhered to.
11. Food service outlets must provide proper waste and recycling receptacles. Township receptacles are not provided for this purpose.
12. Any sidewalk café permit may be suspended or revoked by the Zoning Officer or by Township Committee upon a violation of this ordinance or rules and regulations. Such suspension or revocation shall be in writing and delivered personally or mailed by certified mail to the permit holder at the address set forth in the application. Any suspension or revocation issued by the Zoning Officer may be appealed to the Township Committee with fifteen (15) days of the mailing of such notice.

Guidelines for Sidewalk & Sandwich Board Signs

Sidewalk signs, when designed well, can add to the interest and attractiveness of the shopping district and become an indication of quality; when poorly designed or built they can diminish the overall appearance of the downtown, giving the impression of a district that is discount-oriented. As a business owner, you understand the importance of appearances and know that your façade, sign and display windows are the first and best form of advertising for your business.

To keep your business and the downtown area looking its best, sidewalk and sandwich board signs should meet the following criteria:

- Only one sign is permitted for each business.
- A sign must not block the pedestrian way. The maximum width of a sign should not exceed twenty-four (24) inches.
- A sign should be considered as part of the store's total signage scheme and be designed to complement the building's appearance.
- A sign should be designed in a scale that is compatible with all sidewalk furniture; therefore maximum height of the sign should not exceed thirty (30) inches and the overall height, including a support frame, cannot exceed five (5) feet.
- Four materials are acceptable: Painted wood or painted metal (with a professionally painted message), a chalkboard or a dry-erase board.
- In order to assure safety, stability and the appearance of quality, these types are acceptable: Two sandwich boards that support each other (A-frame type made of wood or metal), a frame similar to an artist easel or a silhouette image.
- Colors can be vibrant and should complement the colors of the building, awning and sign.
- Sign may be located in one of three places: Adjacent to: The building, the entrance alcove or the curb. The sign should be placed in a well-lit area. The sign cannot block pedestrian movement, benches, or access to parking meters or car doors.
- A sign is only permitted in front of the business it advertises and may be displayed only during hours of operation.

If you have questions or would like to see samples of signs and sandwich boards, please call the Planning and Zoning Office at 908.709.7216.