

## DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Rapid City  
300 Sixth Street, Rapid City, SD 57701-2724  
Phone: (605) 394-4120 - Web: www.rcgov.org

## SIDEWALK CAFE PROCEDURE

### The Filing Fee for a Sidewalk Café Permit is \$250.00

#### Information and actions required of the Petitioner:

1. The applicant meets with Department of Community Development staff to discuss the proposal.
2. An application is submitted which is signed by the adjacent property owner and includes the following:
  - a. The legal description of the property for which the Sidewalk Café Permit is requested;
  - b. Four copies of a complete and dimensioned site plan showing the area of the sidewalk café and the pedestrian clear path on the sidewalk, the adjacent curb face, the location, design and color of tables, chairs, awnings, umbrellas, trash receptacles, heaters, barricades, landscape features and signage. **(Note: See sample site plan);**
  - c. Vicinity sketch; and
  - d. A written statement describing the proposed or intended use.
  - e. A Certificate of Insurance proving commercial liability insurance coverage as noted below.

#### Certificate of Insurance:

Every sidewalk café permit holder shall furnish a certificate of insurance proving commercial liability insurance coverage of at least \$2,000,000 aggregate and \$1,000,000 per occurrence for bodily injury, death, disability, and property

damage liability. The City of Rapid City shall be named as an additional insured on a primary, noncontributory basis for any liability arising directly or indirectly from the operation of a sidewalk café. In the event that the insurance is cancelled, the permit holder has 24 hours to reinstate the insurance or the permit shall be revoked.

#### Procedure:

1. Upon receipt of the completed application and required information, staff shall have (14) fourteen business days to complete review.
2. Within (14) fourteen business days, the Community Planning and Development Services Director shall either approve or deny the sidewalk café

#### Exceptions:

An exception may be granted by the Planning Commission to any of the provisions of the design criteria set forth in subsection 12.12.030.D of the Rapid City Municipal Code, and the decision of the Planning Commission is appealable to the City Council

#### Appeals:

Any person or party has the right to appeal the decision of the Planning Commission regarding an exception for a sidewalk café permit. Appeals must be made in writing and submitted to the Community Development Department by close business on the 7<sup>th</sup> full calendar day following action by the planning Commission. Appeals shall be reviewed and acted upon by the Common Council within 30 calendar days.

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# APPLICATION FOR DEVELOPMENT REVIEW

**REQUEST** (please check all that apply)

- Annexation  De-Annexation
- Comprehensive Plan Amendment
- Fence Height Exception
- Planned Development (Overlay)
  - Designation
  - Initial Plan  Final Plan
  - Major Amendment
  - Minimal Amendment

- Subdivision
  - Layout Plan
  - Preliminary Subdivision Plan
  - Development Engineering Plans
  - Lot Line Adjustment/Consolidation Plat
  - Final Plat
  - Minor Plat
- Rezoning
- Road Name Change

- Conditional Use Permit
  - Major Amendment
  - Minimal Amendment
- Vacation
  - Utility / Drainage Easement
  - R.O.W. / Section Line Highway
  - Access / Non-Access
  - Planting Screen Easement
- OTHER (specify) \_\_\_\_\_

**LEGAL DESCRIPTION** (Attach additional sheets as necessary)

<b>EXISTING</b>		
<b>PROPOSED</b>		
<b>LOCATION</b>		
Size of Site—Acres	Square Footage	Proposed Zoning
<b>DESCRIPTION OF REQUEST:</b>		Utilities: Private / Public
		Water
		Sewer

**APPLICANT**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ E-mail \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

**PROJECT PLANNER - AGENT**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ E-mail \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

**OWNER OF RECORD** (If different from applicant)

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ E-mail \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

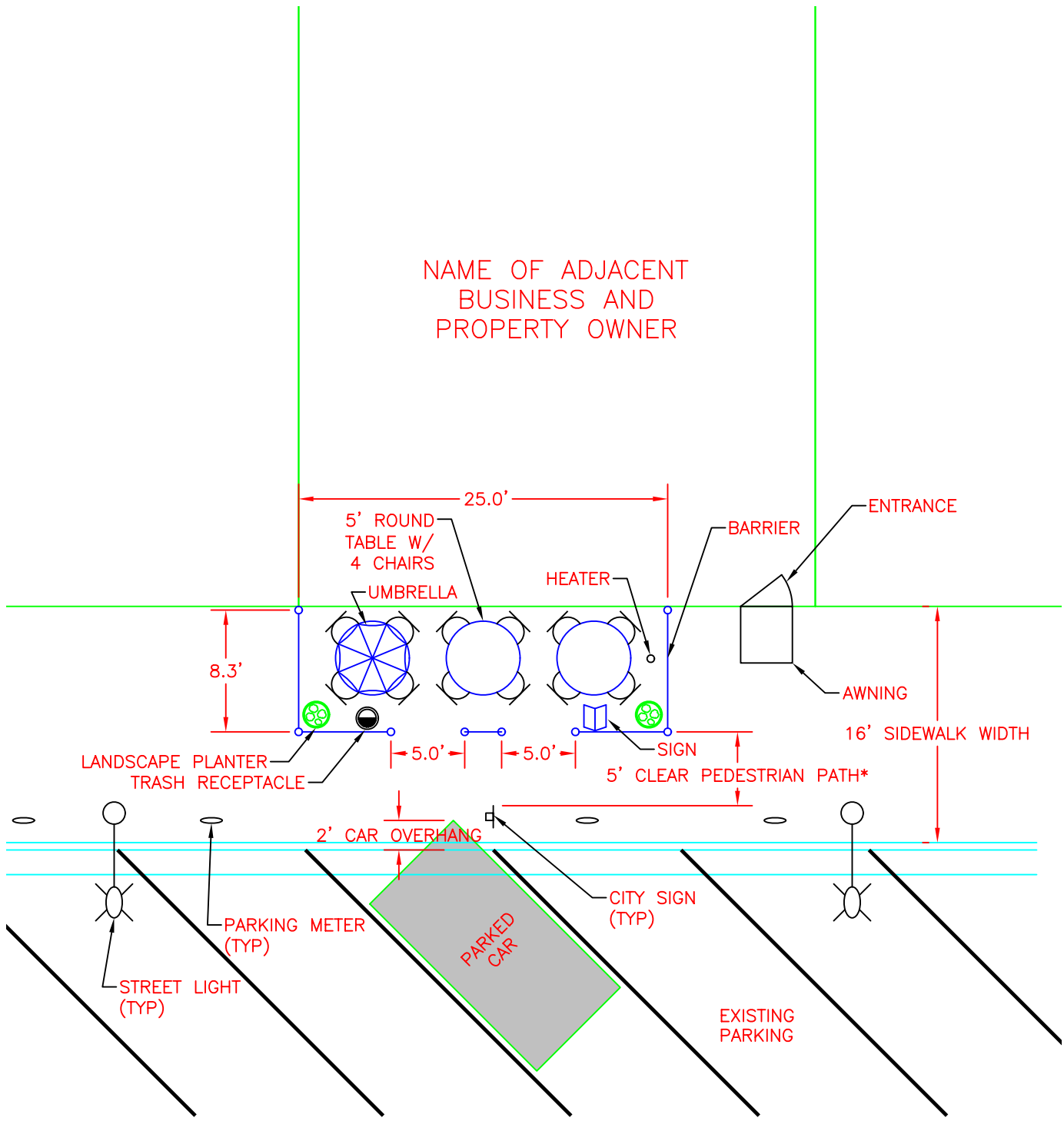
<b>Property Owner Signature</b>	<b>Date</b>	<b>Property Owner Signature</b>	<b>Date</b>
<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>
<b>Print Name:</b> _____		<b>Print Name:</b> _____	
<b>Title*:</b> _____		<b>Title*:</b> _____	

\*required for Corporations, Partnerships, etc.

**FOR STAFF USE ONLY**

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="text-align: center;">ZONING</th></tr> <tr><td>Current</td></tr> <tr><td>North</td></tr> <tr><td>South</td></tr> <tr><td>East</td></tr> <tr><td>West</td></tr> <tr><td>Planner</td></tr> <tr><td>File No.</td></tr> <tr><td>Comp Plan</td></tr> <tr><td>Received By:</td></tr> </table>	ZONING	Current	North	South	East	West	Planner	File No.	Comp Plan	Received By:	<ul style="list-style-type: none"> <li><input type="checkbox"/> Public Works/Engineering</li> <li><input type="checkbox"/> Fire Department</li> <li><input type="checkbox"/> Transportation Planning</li> <li><input type="checkbox"/> Building Inspection</li> <li><input type="checkbox"/> Air Quality</li> <li><input type="checkbox"/> Police</li> <li><input type="checkbox"/> City Attorney</li> <li><input type="checkbox"/> City Code Enforcement</li> <li><input type="checkbox"/> SD DOT</li> <li><input type="checkbox"/> BHP&amp;L</li> <li><input type="checkbox"/> ESCC</li> <li><input type="checkbox"/> Register of Deeds</li> <li><input type="checkbox"/> County - Planning</li> <li><input type="checkbox"/> County - Fire</li> <li><input type="checkbox"/> County - Highway</li> <li><input type="checkbox"/> County - Code Enforcement</li> <li><input type="checkbox"/> Auditor - Annexation</li> <li><input type="checkbox"/> RV Sanitary District</li> <li><input type="checkbox"/> Green Valley Sanitary District</li> <li><input type="checkbox"/> Finance</li> <li><input type="checkbox"/> GIS</li> <li><input type="checkbox"/> Historic Preservation</li> <li><input type="checkbox"/> Parks &amp; Recreation</li> <li><input type="checkbox"/> School District</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<p><b>PIN No:</b> _____</p>
ZONING												
Current												
North												
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West												
Planner												
File No.												
Comp Plan												
Received By:												

NAME OF ADJACENT  
BUSINESS AND  
PROPERTY OWNER



NAME OF STREET

\*NOTE  
VEHICLE OVERHANG AT  
PARKING SPOTS SHALL  
NOT ENCROUCH INTO 5'  
CLEAR PATH

SIDEWALK CAFE  
SAMPLE SITE PLAN  
SCALE 1"=10'



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**SIDEWALK CAFE  
PERMIT  
CHECK LIST**

<b>APPLICANT</b>	<b>STAFF</b>
Complete Application Submitted	χ
Vicinity Sketch (Scale 1" = 800')	
Certificate of Insurance	
A written narrative of the operations plan	
\$250.00 Fee Paid	
<b>SITE PLANS MUST INLCUDE THE FOLLOWING INFORMATION</b>	
Location of tables chairs, barricades and other elements such as garbage container, umbrellas, signage, etc if proposed	
Barricade Plans showing style, materials and height	
Site Plan must be drawn to scale and show that a minimum 5' clearance is being maintained	

<b>APPLICANT SIGNATURE</b>	<b>DATE:</b>	<b>STAFF SIGNATURE</b>	<b>DATE:</b>
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