

# Sidewalk Café Package

## TOWNSHIP OF CRANFORD - ZONING OFFICE

8 Springfield Avenue - Cranford, NJ 07016

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

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Re: Sidewalk Café Permits

Dear Cranford Business Owner:

If you are planning to offer your patrons the enjoyment of dining at a sidewalk café, please complete the enclosed Sidewalk Café Permit Application and return it to the Township's Building Department, along with:

- Payment of applicable fees.
- A café plan that demonstrates compliance with the requirements of the Ordinance.
- A copy of your insurance that demonstrates compliance with the requirements of the Ordinance.
- Written authorization and approval of the owner of the principal building.
- Written consent of the adjacent establishment for any sidewalk café that extends beyond the applicant's street frontage and in front of the adjacent establishment.

***Please also be sure to read the attached sidewalk café code and café guidelines.***

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

If you have questions about this process, you are most welcome to call us at (908)-709-7213.

***Happy Dining!***

Building Department

# Café Plan Checklist

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Please make sure you have all of the following before you submit your application.

1. Identification of the adjacent building and properties immediately adjacent to such building, and a description of the uses of those properties.
2. A scaled drawing of the proposed design and location of the sidewalk café, detailing the following. The plan shall be drawn to scale but need not be professionally drawn.
  - a. Detailed drawings of legible proportions showing the limits of the proposed sidewalk cafe site, the design dimension and proposed location of all proposed temporary structures (i.e., canopies, umbrellas, planters, landscaping, tables, chairs, all exterior lighting, electrical outlets, etc.), the proposed pedestrian walkway and the side and front elevations of the proposed sidewalk cafe;
  - b. The location of any fire hydrant, plug or standpipe, utility pole, parking meter station, telephone booth or other permanent fixture between the adjacent building and the curb, including a clear indication of the presence of the required pedestrian passageway;
  - c. Provisions for the storage of such structures, equipment and apparatus;
  - d. Proposed signage;
3. A statement of the seating capacity of the proposed sidewalk cafe and of the existing retail food establishment operated by the applicant in the adjacent building.
4. If any service items shall be made of disposable or non-reusable materials, the proposed means for disposal of such service items, together with a drawing of the design of the proposed trash receptacles to be utilized.
5. Specifications for any proposed heaters shall be provided for review. No heating or cooling elements shall be installed prior to the Town's approval for such installations. Space heaters and cooling equipment shall be properly positioned, maintained and anchored.
6. Payment of applicable fees. The fees for the sidewalk café permit are as follows:
  - a. 1-10 seats, no more than 2 tables: \$100
  - b. 11-25 seats: \$250
  - c. 26-50 seats: \$350
  - d. Over 50 seats: \$425

## Sidewalk Café Rules + Regulations

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1. The cafe shall be operated and all elements maintained in accordance with the cafe plan as finally approved and by the same person who operates and maintains the abutting retail food establishment.
2. The cafe 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.
3. Any cafe shall not interfere with access to a bus stop, parking meter, public alleyway, or post office mailbox.
4. The placement of furniture, apparatus, decoration, or appurtenances used in connection with the operation of the sidewalk cafe in relation to any fire hydrant, plug or standpipe permanent fixture shall be approved by specific written authorization of the Fire Official based upon his or her review of the cafe plan.
5. No furniture, apparatus, decoration, or appurtenance used in connection with the operation of the sidewalk cafe shall be located in such a way as to impede the safe and speedy ingress and egress to or from any building or structure.
6. No furniture, apparatus, decoration, or appurtenance used in connection with the operation of the sidewalk cafe shall be located in or project or protrude into the required pedestrian passageway, and such encumbrances shall not pose a safety hazard to the general public. Pursuant to 367-12B, a minimum 4-foot-wide portion of sidewalk must remain free of any obstruction.
7. No furniture, apparatus, decoration, or appurtenance used in connection with the operation of the sidewalk cafe shall be affixed nor attached to any element located within the right-of-way, including street trees, utility poles, traffic signs or signals, or streetlights.
8. Accessory items such as signs, hostess desk, service stations and other items associated with the sidewalk cafe shall not be permitted on the sidewalk outside the designated boundary of the cafe.
9. Any table service provided at the sidewalk cafe shall be provided by persons engaged or employed for that purpose and shall be furnished to seated patrons only. Table service is not required, and retail food establishments that do not provide table service may operate sidewalk cafes in which patrons carry their food from inside the premises to tables located in the sidewalk cafe.

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## Sidewalk Café Rules + Regulations

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10. The sidewalk area and curb line utilized by the sidewalk cafe shall be kept clean, free of litter, and swept and washed each day of operation. Covering the sidewalk surface with any material shall not be permitted.
11. Covered trash receptacles shall be provided and maintained (emptied) by the retail food establishment operator. Additional trash receptacles should be provided if needed. The retail food establishment operator shall also maintain and pay for garbage can emptying and washing for all garbage cans within 200 feet of their business.
12. Signage shall conform to requirements of Chapter 255, Article V Zoning.
13. Noise shall be kept at such a level as to comply in all respects with the provisions of applicable ordinances.
14. Exterior lighting shall be directed onto the sidewalk cafe and shall not intrude on adjacent residential properties. In accordance with 367-19, wires and cords shall not be attached nor strung over a public sidewalk, without first obtaining a permit from the Township Committee.
15. Sidewalk cafes shall be permitted to operate from April 1st through November 15th.
16. Operation of sidewalk cafes shall not be permitted between November 15th and the last day of March. During this period, all partitions, furniture, trash receptacles, apparatus, decorations and appurtenances, and any other material or items used in connection with the operation of a sidewalk cafe shall be stored in a safe and secure interior location.
17. No food may be prepared or stored in the sidewalk cafe or outside the adjacent building.
18. The license shall comply with all other ordinances of the Township of Cranford.

## Sidewalk Café Insurance Checklist

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1. The following wording must appear on the insurance certificate: "The certificate holder (Township of Cranford) is included as an additional insured as respects losses arising solely from the operation of the sidewalk cafe."
2. Ten days' written notice of cancellation must be provided to the Township.
3. Insurance in force must be written by a company licensed to do business in the State of New Jersey and rated A or better by A.M. Best Rating, and the certificate shall so state: "Rated by A.M. Best Rating."
4. Minimum coverage requirements are:
  - a. General aggregate: \$1,000,000.
  - b. Products and completed operation aggregate: \$1,000,000.
  - c. Personal and advertising injury: \$1,000,000.
  - d. Each occurrence: \$1,000,000.
  - e. Fire damage (any one fire): \$50,000.
  - f. Medical expense (any one person): \$5,000.
  - g. Workers' compensation: statutory requirements.
    - i. Liability:
    - ii. Employer's liability: \$100,000 each accident.
    - iii. Disease policy limit: \$100,000.
    - iv. Disease, each employee: \$100,000.

**Sidewalk Café Permit Application**  
**TOWNSHIP OF CRANFORD – BUILDING DEPARTMENT**  
8 Springfield Avenue - Cranford, NJ 07016  
Phone: (908) 709-7216 ▪ Fax: (908) 276-7664

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**1. Applicant + Business Information**

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Owner of Adjacent Property Name: \_\_\_\_\_

Owner of Adjacent Property Address: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Café Plan Preparer Name: \_\_\_\_\_

Café Plan Preparer Address: \_\_\_\_\_

Business Phone#: \_\_\_\_\_ Cell Phone# (Optional): \_\_\_\_\_

E-Mail Address (Optional): \_\_\_\_\_ Website (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 with the applicable fees, a copy of insurance, and café plan to:  
Township of Cranford – Building Department  
8 Springfield Avenue – Cranford, NJ 07016

**OFFICE USE ONLY**

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Date Received: \_\_\_\_\_ Application No.: \_\_\_\_\_

Completed Application Submitted:     ☐ Yes     ☐ No

Fees Submitted:                             ☐ Yes     ☐ No

Proof Insurance Submitted:             ☐ Yes     ☐ No

Code-Compliant Plan Submitted:       ☐ Yes     ☐ No

Date Approved: \_\_\_\_\_ Permit No.: \_\_\_\_\_

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# Sidewalk Café Indemnification Agreement

## TOWNSHIP OF CRANFORD – BUILDING DEPARTMENT

8 Springfield Avenue - Cranford, NJ 07016

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

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Permit Holder: \_\_\_\_\_

Permit Holder Address: \_\_\_\_\_

The undersigned Permit Holder pursuant to § 367-12 of the Municipal Code of the Township of Cranford covenants and agrees that it shall, at its own cost and expense, indemnify, defend, protect and hold harmless the Township of Cranford, its officers, agents, employees, and assigns, from any and all claims, causes of action, injuries, suits, demand, damages, losses, expenses, judgments or liability, including attorney fees and costs, arising out of, or which may arise out of, or in any way related to, and any injury to any person or property occasioned by any negligent or wrongful act or omission of the Permit Holder or any of its officers, employees, agents, representatives, guests, subcontractors, or person or entities contracting with the Permit Holder in connection with an sidewalk cafe permit issued by the Township of Cranford to the Permit Holder for property located at the above-named Permit Holder Address.

The undersigned Permit Holder further releases the Township and its respective officers, employees, agents, and assigns, from any liability of any kind whatsoever arising out of, based upon, or resulting from the operation of a sidewalk café at the above-named Permit Holder Address in the Township of Cranford.

Sworn and subscribed before me

This \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

By: \_\_\_\_\_

(Signature)

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_  
(Print Name)