

# Application for Temporary Outdoor Seating Permit

City of Columbia City, Indiana

*This permit is only for seating within the Right of Way (including on Public Sidewalks).*

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| <b>Name of Business:</b>               | <b>Business Phone Number:</b>  |
| <b>Applicant Name:</b>                 | <b>Applicant Phone Number:</b> |
| <b>Location Address:</b>               |                                |
| <b>Start Date:</b>                     | <b>End Date</b>                |
| <b>Applicant Signature &amp; Date:</b> |                                |

## Applicant Checklist:

- Scaled drawing of the design showing location, number of seats, and arrangement of seats
- Detailed description of the type of seating to be utilized
- Proof of \$1M Liability Insurance, naming the City of Columbia City as additionally insured
- Non-refundable Permit Fee of \$10 per year shall be paid at time of application. Permits run from January – December each year
- Signed letters of support from adjacent property owners, if applicable

## Application Requirements:

Establishments within the Downtown Business District wishing to serve food or beverage outside the confines of their building may request approval from the Columbia City Board of Public Works and Safety (BOW) to place temporary seating within the city's right of way in front of or directly adjacent to their property. For the purposes of this document, the Downtown Business District is defined as the area being along or between Walnut Street and Whitley Street, while also being along or between Jackson Street and Ellsworth Street. The portion of the public right-of-way directly adjacent to the neighboring properties may also be utilized upon the written consent of that property owner if the utilized portions of the right of way are contiguous with the original property. All approved installations and placements of outdoor seating within the public right of way must be temporary and cannot last more than one calendar year. Applications must be submitted on a yearly basis. Permits are nontransferable.

## Please Note:

- All sidewalk installations must provide a 4-foot walkway to allow for pedestrian traffic between the curb and the building.
- A minimum spacing of two feet shall separate seating areas from public parking stalls.
- Fire hydrants shall not be blocked at any time.
- Applicant shall ensure the temporary seating area is kept in a sanitary and attractive condition.
- The city reserves the right to revoke this permit for any reason, at its sole discretion.

By applying for this permit, the applicant agrees and shall comply with all terms and conditions included in this permit or as approved and/or mandated by city, county, state, and federal law at any time following the date of this application.

ORDINANCE 2025- b

AN ORDINANCE AMENDING CHAPTER 114, RESTAURANTS, OF THE CODE OF ORDINANCES OF THE CITY OF COLUMBIA CITY, INDIANA

WHEREAS, the Common Council of the City of Columbia City, Indiana, after full investigation, deems it in the best interests of the citizens of Columbia City and to preserve their public safety and welfare to modify and amend Chapter 114 of the Code of Ordinances of the City of Columbia City.

NOW, THEREFORE, BE IT ORDAINED, ORDERED, AND ESTABLISHED by the Common Council of the City of Columbia City, Indiana, as follows:

Section 1. A new section under Chapter 114 entitled Outdoor Seating is hereby established.

Section 2. Establishments within the Downtown Business District wishing to serve food or beverage outside the confines of their building may request approval from the Columbia City Board of Public Works and Safety (BOW) to place temporary seating within the city's right of way in front of or directly adjacent to their property. For the purposes of this provision, the Downtown Business District is defined as the area being along or between Walnut Street and Whitley Street, while also being along or between Jackson Street and Ellsworth Street. The portion of the public right-of-way directly adjacent to the neighboring properties may also be utilized upon the written consent of that property owner as long as the utilized portions of the right of way are contiguous with the original property. All approved installations and placements of outdoor seating within the public right of way must be temporary and cannot last more than one calendar year. Applications must be submitted on a yearly basis. Permits are nontransferable.

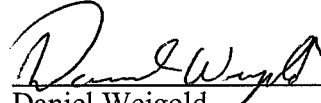
Section 3. By applying for a permit under this section, the applicant shall agree to and shall comply with all terms and conditions included in the permit or as approved and/or mandated by the City, County, State, and Federal Law at any time following the date of the application.

Section 4. If any section, sentence or provision of this ordinance, or the application thereof to any person or circumstances shall be declared invalid, such invalidity shall not affect any of the other sections, sentences, provisions, or applications of this ordinance in which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared to be severable.

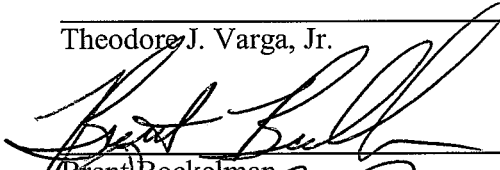
Section 5. This Ordinance shall be of full force and effect from and upon its adoption and in accordance with Indiana law.

PASSED AND ADOPTED by the Common Council of the City of Columbia City,  
Indiana, this 24<sup>th</sup> day of June, 2025.

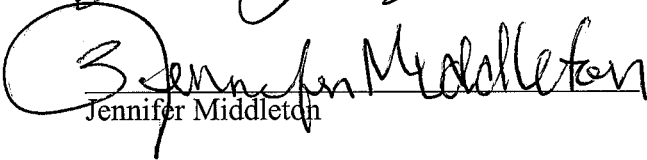
COMMON COUNCIL OF THE CITY OF  
COLUMBIA CITY, INDIANA, BY:

  
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Daniel Weigold

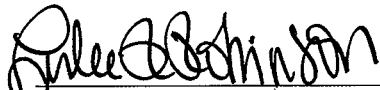
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Theodore J. Varga, Jr.

  
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Brent Bockelman

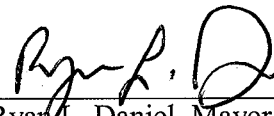
  
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Jennifer B. Zartman-Romano

  
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Jennifer Middleton

Attest:

  
\_\_\_\_\_  
Leslee R. Robinson, Clerk-Treasurer

Approved this 24<sup>th</sup> day of June, 2025.

  
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Ryan L. Daniel, Mayor  
City of Columbia City