



**CITY OF FREEPORT**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
 314 West Stephenson Street, Suite 110 • Freeport, IL 61032  
 Telephone (815) 235-8202 • Fax (815) 599-5819

**2017 APPLICATION FOR OUTDOOR PARKLET LICENSE**  
***To operate and maintain an Outdoor Parklet within the City of Freeport***

Date: \_\_\_\_\_ Zoning: \_\_\_\_\_

Name of Business \_\_\_\_\_

Address of Operation \_\_\_\_\_

Telephone Number \_\_\_\_\_ State IBT# \_\_\_\_\_

Manager of Business \_\_\_\_\_

Owner (if corporately owned, list President of corporation) \_\_\_\_\_

Business address (if different than above) \_\_\_\_\_

Hours of Operation \_\_\_\_\_

**Any food preparation done outdoors and on the sidewalk must be in compliance with the City of Freeport ordinances and Stephenson County Health Department Rules and Standards. Special attention will be given to the effect on adjoining businesses and passersby of smoke, odor, and/or grease. NOTE: The Licensee shall not erect, attach, or affix any permanent fixture upon the public right of way and all materials and accessories appurtenant to such an outdoor parklet shall be removed on or before November 1 of each year.**

Attach the following to this application:

- Copy of Stephenson County Health Department license
- Statement of indemnification
- Proof of insurance evidencing commercial general liability insurance with limits not less than one million dollars (\$1,000,000.00) per occurrence, one million dollars (\$1,000,000.00) in aggregate combined single limit, for bodily injury, personal injury and property damage liability. The City of Freeport shall be named as an **additional** insured.**
- Description of the appearance and number of the items that will be placed outdoors and on the sidewalk.
- Site plan drawn to scale which shows the place of business and adjoining businesses with all ingress/egress locations noted. The plan must also show the location of all items that will be placed outdoors and on the sidewalk.
- List of property owners within 200 feet, and the nature and type of business of each.
- Description of how pick-up and disposal of table service and trash will be performed.
- Compliance with the Americans with Disabilities Act.**

Certification: "I swear that the information provided above is true and correct to the best of my knowledge."

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**OUTDOOR PARKLET LICENSE FEES – Annual license shall be from May 1 – November 1, 2017**  
 \$100.00 per year, payable to the City of Freeport

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**FOR OFFICE USE ONLY**

Inspection by \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

Any impacts on neighboring properties?  Yes  No

Approved  Not approved Date \_\_\_\_\_ Fee \_\_\_\_\_