



**DOWNTOWN SIDEWALK AND PARKING LANE BUSINESS
EXPANSION PERMIT and ADMINISTRATIVE LICENSE
AGREEMENT APPLICATION**

City of Golden, Colorado

1445 10th St. Golden, CO 80401 ♦ (303) 384-8097 ♦ Fax (303) 384-8161

General Permit Information:	The permit for the sidewalk expansion is valid year-round, while the permit for the parking lane is valid April 1, 2022-October 31, 2022. Parking lane expansions must be submitted by March 21, 2022. They will be reviewed March 21-March 28 and issued to all by March 29. Parking lane expansions submitted after the initial round of review, March 23, are subject to previous approvals. Right of Way permits may not be available for areas from April-October. Fees must be paid prior to March 31.		
Address(es) of Application:			
Business Name:	Business Contact Person:	Business Email:	Business Phone Number:
Business type (retail, service, restaurant):			
Permit Type(s):	Sidewalk: ____ \$50.00	Parking Lane: ____ \$50.00	
Length of Frontage (ft.):	Sidewalk:	Requested Parking Lane Length:	
Attach a letter explaining in detail how the business will operate, including hours of operation, types of display or services and merchandise, and how the operation will use the sidewalk and parking lane expansion area. Provide property owner contact information in letter and how many barriers you require for expansion in the parking lane.			
Liquor Licensing Information:	If you will be serving alcohol in the area, please contact the City Clerks office for information on applying for a Temporary Modification of Premises to your existing liquor license. Alcohol can not be served in the area until an approved permit is received from the Colorado Liquor Enforcement Division. Please contact Deputy City Clerk Stacy McClure, smcclure@cityofgolden.net or 303-384-8015, for information and an application. You must have an approved sidewalk/parking lane permit prior to applying for a liquor license.		
New tents or other roofed structures:	The expansion may require an additional fire code operational permit or building permit as a condition of approval. Please see the conditions of approval for more information.		
<p>CERTIFICATION: I hereby certify that, to the best of my knowledge and belief, all information supplied with this application is true and accurate and that consent of those persons listed above, without whose consent the requested action cannot lawfully be accomplished, has been granted. In addition, permission is hereby granted to the City of Golden staff to physically inspect the subject property to ensure proper code requirements have been met. The Applicant agrees, if approved, to abide by the approved site plan. If at any time, upon inspection, complaint or otherwise, the Applicant is found to be in violation of their approval is ended by the City, the permit and agreement shall be immediately revoked.</p> <p>Applicant's Signature _____ Date: _____</p>			

Required materials:

	1. One (1) copy of a site plan of the property in compliance with the rules.
	2. Written consent and authorization by all owners of the property with frontage along or abutting the portion of the sidewalk or parking lane which is the subject of the application.
	3. A detailed written description of how the business or use will operate on sidewalk and parking lane and what goods and services will be offered.
	4. Certificate of Insurance requires comprehensive general public liability and property damage insurance with limits, which equal or exceed the maximum liability that may be imposed by virtue of the Colorado Governmental Immunity Act.

Site Plan Tips: If drawing a diagram, use a straight edge and a dark marker- labeling distances, measurements and items for review. If using a digital mark-up tool or drawing on an aerial image of the property, use a bright set of colors to indicate the measurements, distances and labels. Indicate the adjacent roadways, sidewalks, orientation of the property and the scale of the drawing. The checklist below is a list of items necessary for review in adherence to the rules set forth for the application.

Site Plan Checklist:

	<ol style="list-style-type: none">1. General Site Layout: Include the following aspects of the site-property lines, adjacent right of ways, building locations, entrances, exists, ingress, egress, fencing, structures locations, tables, chairs, benches, lighting, sidewalks, and any proposed furniture. Specific measurements shall be expected for the boundary of the area and all relevant measurements.2. Parking: Indicate the number of existing parking spaces next to the property and adjacent to the site along with any parking areas that are proposed to be used for the expanded operation.3. Pathways and Sidewalks: Illustrate the proposed pathways for pedestrian traffic adjacent to the building.4. Signs: Include locations and sizes of any signs over 10 square feet in size. Signs are not permitted on the barriers or railings.5. Lighting: Indicate the location, height and wattage of any lighting for the operation on site.
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Fire & Life Safety Requirements: General fire safety for expansion of business will require an inspection by Golden Fire Department:

- Access to fire protection elements – Fire Department Connections, fire panels, and Knox box
- Portable extinguishers – size, placement, and access
- Exit and access – for existing indoor business and new outdoor seating and/or tents
- Electrical – temporary electrical equipment or cords

Please submit to lsimmons@cityofgolden.net or to the Planning Department at 1445 10th Street.

Accepted for Review by the Planning Staff: _____

Approval Conditions from all Staff:

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