

City of Minneapolis

STREET CAFE SUPPLEMENT

March 2024



About This Supplement

The City of Minneapolis Street Cafe Pilot Program Supplement is intended to be used in conjunction with the Parklet Application Manual to guide applicants through the process and procedures for applying for a Street Cafe. It provides an overview of the street cafe program, policies, procedures, criteria and guidelines that differ from the more in depth Parklet Manual. Business owners, property owners and other potential applicants are encouraged to read both the Parklet manual and the Street Cafe Supplement prior to the application process.

The Minneapolis Street Cafe Supplement was created by the City of Minneapolis Departments of Community Planning and Economic Development and Public Works.

For more information on the parklet program please contact:

Parklet Program Manager
Public Works
Parklets@minneapolismn.gov

For more information on the street cafe program please contact:

Craig Eliason
Community Planning and Economic Development
Craig.Eliason@minneapolismn.gov

Public Works

505 4th Avenue South
RM 410
Minneapolis, MN 55415

Community Planning and Economic Development

505 4th Avenue South
RM 220
Minneapolis, MN 55415

For reasonable accommodations or alternative formats please contact Parklets@minneapolismn.gov. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626. Para asistencia 612-673-2700. Rau kev pab 612-673-2800. Hadii aad Caawimaad u baahantahay 612-673-3500.

CONTENTS



What is a Street Cafe?
Roles and responsibilities
Operations and Maintenance
Program Fees
Application Process



Design Requirements



Eligibility Checklist
Encroachment Permit
Sidewalk Cafe License
Expansion of Premises

OTHER

6

n/Juxtamps

JXTA
JUXTAPOSITION ARTS

Juni Tatto Co.

Jxta

Juxtaposition

JXTA
JUXTAPOSITION ARTS





ABOUT

ABOUT

About This Supplement

The Street Cafe supplement is a companion document to the [Parklet Application Manual](#). The Street Cafe Supplement provides additional guidance for privately managed space in the roadway. This document offers definitions, provides resources, and clarifies responsibilities and application processes for Street Cafes.

What is a Street Cafe?

A Street Cafe is a structure placed in the roadway that serves as seating for ground floor serving businesses while maintaining a comfortable pedestrian environment. Street Cafes are placed adjacent to the curb in an unrestricted parking lane along the frontage of the serving business. Street Cafes must be ADA accessible and meet all Parklet guidelines outlined in the [Parklet Application Manual](#).

Street Cafes are different than Parklets. Parklets are public spaces, open to all individuals in the public realm. Street Cafes are permitted areas that function as seating for an adjacent restaurant or business. Street Cafes are permitted to allow seating for restaurant and cafe customers. These are not open to the public but function as an extension of the restaurant or cafe.

Is a Street Cafe right for me?

A Street Cafe may be right for you if you are a business located along a narrow sidewalk but still want to provide outdoor seating to serve your customers.

ROLES AND RESPONSIBILITIES

Applicant Responsibilities

Street Cafe applicants responsible for:

- Design, permitting, and construction costs
- Installation, removal, and storage
- Seasonal and daily upkeep of the street cafe

Street Cafe applications are required to follow the requirements outlined in the [Parklet Application Manual](#) as well as [Sidewalk Cafe License Guidelines](#).

If alcohol is served at your business, this would include additional responsibilities outlined in the liquor license.

Operations and Maintenance Responsibilities

Street Cafe applicants must adhere to the following operations and maintenance requirements:

- Street Cafes must remain ADA accessible for customers at all times
- Street Cafe operators are responsible for securing all elements when not in use
- Street Cafe operators have the option to open the Street Cafe to the public outside of food service hours
- Businesses that serve liquor are required to obtain an Expansion of Premises Permit to operate a Street Cafe
 - The permit requires the outdoor expansion to be compact and contiguous. Street Cafes are considered to be contiguous meaning liquor can cross the sidewalk to the street cafe
- In the event of emergency utility repair, the Street Cafe may have to be temporarily moved/dismantled to allow time for repairs

City Role

The City is responsible for:

- Program management
- Application review
- Design Review and approval
- Permit issuance
- Site inspection
- Installation of necessary traffic devices (wheel stops, flexible bollards, traffic/parking signage or markings)

Applicant Responsibilities

Design, permitting, and construction costs

Respect accessibility and users of the street environment

Installation, removal, and storage costs

Seasonal and daily maintenance and upkeep

Adhere to all guidelines in the Parklet Application Manual

Adhere to all guidelines outlined in the Sidewalk Cafe License

PROGRAM FEES

Street Cafe Permits and Fees

Applicants are responsible for the following program fees and permits:

Encroachment Permit

City ordinance requires an encroachment permit for any existing or proposed structure under or over any municipal right of way. The Encroachment Permit gives the permit holder permission to use a specific portion of the right of way. The Encroachment Permit fee is \$75.

- More information: <https://www2.minneapolismn.gov/business-services/licenses-permits-inspections/streets-sidewalks-utility/use-city-property-row/>
- Application: https://www2.minneapolismn.gov/media/content-assets/www2-documents/business/Encroachment-Permit-Application_2-18-21.pdf

Lane Use Permit/Meter Use

All street cafe applicants must apply for a Lane Use Permit. Costs for this permit include a \$500 safety installation fee per street cafe for the City to install the required wheelstops and bollards. Additionally, street cafes located within metered parking spaces will be required to pay \$200 per metered parking space per season.

- For more information & to apply: <https://www2.minneapolismn.gov/business-services/licenses-permits-inspections/streets-sidewalks-utility/city-lane-use-permits/>

Sidewalk Cafe License

Street Cafes are required to follow the guidelines of sidewalk cafes.

- More information: <https://www2.minneapolismn.gov/business-services/licenses-permits-inspections/business-licenses/food-restaurants/restaurant-coffee-cafe/sidewalk-cafe/>
- Application: <https://www2.minneapolismn.gov/media/content-assets/www2-documents/business/Sidewalk-Cafe.pdf>

Expansion of Premises Permit

Businesses that serve alcohol must apply for an Expansion of Premises Permit.

- More information: <https://www2.minneapolismn.gov/business-services/licenses-permits-inspections/business-licenses/alcohol-tobacco/change/expansion-premises/>
- Application: <https://www2.minneapolismn.gov/media/content-assets/www2-documents/business/Expansion-of-Premises-Permanent.pdf>

Sewer Availability Charge (SAC)

Fee imposed by the Metropolitan Environmental Services

- For more information and to apply: <https://www2.minneapolismn.gov/business-services/licenses-permits-inspections/construction-permits-certificates/development-review-services/sewer-availability-charge/>

APPLICATION PROCESS

Application Process

1. Applicant must submit online [Confirmation of Eligibility Checklist](#) for the City's consideration prior to application submittal.

As part of the preliminary screening process the City will review proposed sites for:

- *Potential conflicts with future street projects*
- *Traffic patterns*
- *Street regulations*
- *Roadway geometry*
- *Operational considerations*

APPROVAL

2. Applicant submits the Sidewalk Cafe License Application
3. Liquor serving establishments interested in adding a Street Cafe must also file an Expansion of Premises Application

APPROVAL

4. Applicant submits an Encroachment Permit Application (Non-Residential fee \$75)
5. Applicant submits a Lane Use Permit Application (\$500 safety installation fee; additional \$200/metered parking space for street cafes located in metered parking zones)

APPROVAL

6. Applicant informs City staff of Street Cafe installation as least 1 week prior to installation
 - Installation must occur after Spring street sweeping
 - Removal must occur before Fall street sweeping

For any questions about this program and the application process, please email: parklets@minneapolismn.gov and Craig.Eliason@minneapolismn.gov



Atenas
Beauty Salon

24th Central Ave. NE 35-418 Tel: 612.291.5205

PAOLITA
FUTBOL

SUR ENVIOS
MUNDIAL

KARTAYHA

PUBLIC PARKLET
AVAILABLE TO THE PUBLIC

Minneapolis
City of Lakes





DESIGN

DESIGN REQUIREMENTS

Accessibility Requirement

Street Cafes must remain ADA accessible to customers at all time. We recommend reviewing The American's with Disabilities Act (ADA) (<http://www.ada.gov/>) and the American's with Disabilities Act Accessibility Guidelines, 2010 Standard (ADAAG) (http://www.ada.gov/2010ADASTandards_index.htm) for specific guidance. Additional information about this requirement can be found in the [Parklet Application Manual](#).

If you have any questions about this requirement, please contact parklets@minneapolismn.gov

Site Requirements

In addition to the siting requirements in the [Parklet Application Manual](#), Street Cafes should adhere to the following:

- Maintain a 20' buffer from any residential property
- Consider impacts of delivery access
- Maintain a clear path to the entrance to accommodate emergency services

When submitting a Sidewalk Cafe License, a detailed site plan is required. Please refer to the checklist of required elements in the [Sidewalk Cafe and Street Cafe Standards](#).

Safety Requirements

Street Cafes in the following locations will be required to have concrete barriers, or similar safety barriers, surrounding the Street Cafe on the three street sides to ensure the safety of users:

- Any Street Cafe (sidewalk or street level) located along City identified [High Injury Streets](#)
- Street level cafes located on [streets with speed limits 25 mph or higher](#) unless there is a buffer in place (e.g. bike lane)

Applicants will be responsible for the installation and removal of these barriers. Failure to comply will result in the removal of the Street Cafe. Failure to comply will result in the removal of the Street Cafe.

Concrete barriers can be purchased or rented on a reasonable basis through third party vendors. Resources for concrete barriers can be found here:

- Safety Signs: (952) 469-6700 or <https://www.safetysigns-mn.com/concrete-barrier>
- Warning Lights: (612) 521-4200 or <https://www.warninglightsmn.com/traffic-control-rental-and-sales>

Applicants may use companies beyond the ones listed above. Please work with City staff if you have any questions regarding this requirement.

DESIGN REQUIREMENTS

Configuration Requirements

When designing your sidewalk cafe or street cafe, there are three acceptable configurations:

- Sidewalk cafe, adjacent to building
- Street Cafe
- Extended Street Cafe

Which configuration works best for you will depend on the sidewalk width and desired amount of seating.

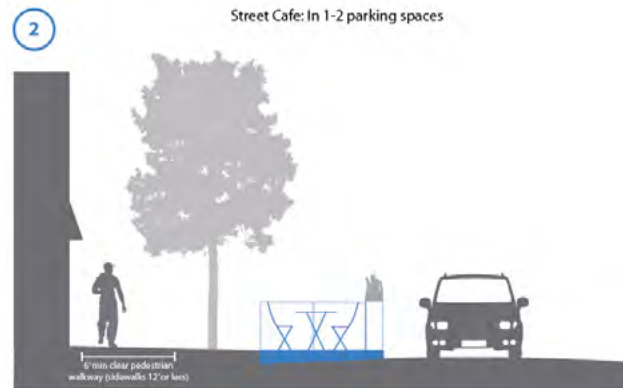


It is not acceptable to simultaneously have both a Sidewalk cafe directly adjacent to the building and a Street Cafe



Sidewalk Cafe

Traditional sidewalk cafes are located directly adjacent to the building. These are most appropriate when the sidewalk is wide and provides ample room in the frontage zone to accommodate tables and chairs while maintaining a clear, unobstructed pedestrian route



Street Cafe

Street Cafes are most appropriate when sidewalks are constrained and would not provide enough room to have both seating and a clear, unobstructed pedestrian route. Street Cafes are required to be in an unrestricted parking lane.



Extended Street Cafe

Extended Street Cafes are more appropriate when a sidewalk cafe in the furnishing zone or a street cafe does not provide the desired amount of seating. Extending the street cafe into the furnishing zone allows for additional seats. Extended Street Cafes can only be used when Street Cafes are sidewalk level, not street level.





EXAMPLE FORMS

Applicant Details

Applicant Name *

First and last name of the person who will be the primary point of contact

Applicant Email *

A valid and reachable email where the responses to this application will be sent. This will be the City's primary mode of contact through this application process.

Applicant Phone Number *

Organization or Business Details

Business or Organization Name *

Business or Organization Address *

Please indicate the address where the parklet or street cafe would be located. If you are applying for more than one location, please fill one form per location.

Is the desired location in a metered parking space? If So, please enter the meter number(s) *

- Yes
- No

Before you continue, please make sure you review the full manual for the Parklet and Street Cafe program *

You can find the complete parklet and street cafe manual available [here](#). The following questions will make reference to details in the manual.

If you have questions, please email our team at parklets@minneapolismn.gov before continuing with this form.

If you have read and understand its contents, please select the box below.

Type of Application *

Please select whether you are applying for a parklet or a street cafe.

Parklets are open, public spaces with no table service.

Street cafes can only be used by the business' patrons, can have table service and are not open to the public.

Parklet and Street Cafe location requirements *

Optimal locations for a parklet meet the following requirements:

1. Be located in or near business areas or activity centers
2. Located in an unrestricted parking space (No signs limiting parking, such as *No parking, or parking only during specific hours*)
3. Located in a street without a steep slope
4. Is located at least:
 - 20 ft from a bus stop
 - 15 ft from a catch basin (storm water drain)
 - 30 ft from a stop sign
5. Does not block access to public utilities, fire hydrants, alleys or driveways

Does your site meet the requirements above? If you are not sure, please detail your answer.

EXAMPLE ELIGIBILITY CHECKLIST

The City owns 3 parklet structures which are hosted by various businesses and community organizations each year.

These structures are intended to be a no-cost way for hosts to experience the benefits of a parklet before investing in their own.

City-owned parklets can only be used as a parklet, not for street cafes.

Are you interested in hosting a City-owned parklet?

Neighborhood support letters *

Neighborhood support is an integral part of a successful parklet. Please provide letter(s) of support from neighboring businesses or organizations towards your application.

Attached files can be PDF, Microsoft Word, or image files (for scanned documents)

Drag and drop files here or [browse files](#)

Send me a copy of my responses

EXAMPLE ENCROACHMENT PERMIT



Minneapolis Dept. of Public Works - Right of Way Section
 505 4th Ave S Rm 410A
 Minneapolis, MN 55415
 Office 612-673-3607
 Email PwRightofWay@minneapolismn.gov
www.minneapolismn.gov/publicworks/permits

Encroachment Permit Application

Submit completed application in person, by email, or by U.S. Mail to the Public Works Right of Way Section. Application shall be accompanied by a non-refundable application fee payable to the "Minneapolis Finance Department" according to the following schedule:

- Residential: \$50
 Non-Residential: \$75
 Amendment to Existing Permit: \$25 (at the discretion of the Department of Public Works)

Property Information			
Property Owner:			
Property Address:			
Property ID:		Ward:	
Applicant Information			
Name:			
Address:		City:	State: ZIP Code:
Phone:		E-mail:	
Applicant Signature:			Date:
Encroachment Description			
Please describe the type of encroachment being requested, and the materials to be used:			

Attach a survey/site plan which shows the details and dimensions of the encroachment. The drawing must show accurate property lines and the location of elements of the right of way, such as streets, sidewalks, boulevards, curbs, curb-cuts, trees, hydrants, lights and signs, bus stops, and utilities. Photos of the site showing current conditions are requested (digital on disk or by email are best).

Revised February 18, 2021



City of Minneapolis
Licenses and Consumer Services
 505 Fourth Ave. S., Room 220
 Minneapolis, MN 55415
 Telephone: 612-673-2080
www.minneapolismn.gov/businesslicenses

For Office Use Only

Expiration: April 1
 AP: Food/Sidewalk
 MCO: 265
 Adm Issuance: Yes

License Application: Sidewalk Café

Definition: A restaurant serving customers at tables on the city sidewalk. A public hearing may be required before you can operate. Your [License Inspector](#) will schedule this. Use this form if you do not serve alcohol at your restaurant. If you serve alcohol, you also need to complete an [Expansion of Premises](#) application to add a Sidewalk Café.

If you have questions, send an email to businesslicenses@minneapolismn.gov or call 612-673-2080.

1. Application Requirements

1. Complete the application and include all the requirements listed below. Incomplete applications may be returned. You may send your application by email (businesslicenses@minneapolismn.gov), US mail, or drop it off at our office.
2. There is a [fee](#), plus a new license processing charge, for this application. You can pay by
 - Cash:** Drop off your application at our office.
 - Check:** Mail or drop off your application at our office.
 - Credit Card:** Mail, drop off or email your application to businesslicenses@minneapolismn.gov. **Do not add your credit card information on this application.** We will call you to securely charge your credit card.
3. Attach a copy of your Restaurant/On Sale Alcohol Application or
 List your Minneapolis Restaurant/On Sale Alcohol License Number: _____
4. Attach an 8 ½" x 11" scaled sidewalk café plan that conforms to the [Sidewalk Café Standards](#).
 # Chairs _____ # Tables _____
 Square Footage _____ Maximum Capacity _____
 Hours _____
5. [Certificate of Liability Insurance](#) (Sample form #1)
 - Attach a copy. This must be furnished by your insurance agent. You are required to have general liability that includes premises, operations, and products insurance with the following coverages:
 - \$50,000 per occurrence and \$300,000 aggregate for personal injury or death.
 - \$10,000 per occurrence for property damage.
 - The City of Minneapolis shall be named as an additional insured.
 - The certificate must state "includes sidewalk café".
6. You need to send a letter to your [City Council Member](#), [Neighborhood Organization](#), and [Business Association\(s\)](#). Tell them your business name, address, and type of license; your name, email address and telephone number. Describe your sidewalk café. A [sample letter](#) is on our website.
 - Attach a copy of your letter.
7. [Sewer Availability Charge \(SAC\)](#): The Metropolitan Council charges a fee for new or upgraded sewer connections. You can [find out online](#) if a SAC is due for your address. If you have questions, call 612-673-3000 or email development@minneapolismn.gov.
 - Attach a copy of your SAC Determination Letter

2. Applicant Information			
Legal Company Name		Business Name/DBA	
Name (Last, First, MI)		<input type="checkbox"/> Owner <input type="checkbox"/> Officer <input type="checkbox"/> Partner <input type="checkbox"/> Manager	
Business Address		City	State Zip Code
Mailing Address (if different than business address)		City	State Zip Code
E-mail Address		Business Telephone Number	Cell Phone Number
Minnesota Sales Tax ID Number (Required)		Social Security Number or Individual Tax ID(ITIN) (Required)	
Type of Ownership: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Non-Profit			
3. Business Information			
<input type="checkbox"/> Adding a new license to an existing business (New License)		<input type="checkbox"/> Changing or Adding Equipment	
<input type="checkbox"/> Remodeling <input type="checkbox"/> Upgrading/downgrading a current license		<input type="checkbox"/> Other: _____	
License Requested:			
4. Company Operations			
Gross Square Footage for Business Use:			
Days and Hours of Operation:			
Give us a brief description of your business.			
Are you planning or have you completed any construction or remodeling? <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of Contractor or Building Manager	
Does this include adding/changing equipment that requires a gas or plumbing connection? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Explain the scope of the remodeling or construction.			
5. Entertainment			
A. Entertainment: Check all categories of entertainment you are planning to provide at your business.			
<input type="checkbox"/> No Live Entertainment: Radio, television, electronically reproduced music, and jukebox.			
<input type="checkbox"/> Limited Entertainment: Literary readings, storytelling, live solo comedians, karaoke, amplified or nonamplified music by a disc jockey or any number of musicians, and group singing by patrons of the establishment. No patron dancing.			
<input type="checkbox"/> General Entertainment: All forms of entertainment described above and patron dancing.			
<input type="checkbox"/> Adult Entertainment: This includes persons who are unclothed or dressed in attire/costume which exposes any portion of female breasts and/or male or female genitals (nude or semi-nude).			
B. Describe all the entertainment you are planning to provide:			

EXAMPLE STREET CAFE LICENSE

6. Verification		
<p>The City of Minneapolis uses the information on this application to determine qualifications for a license. You are not legally required to provide this information. If you refuse, we cannot approve your application. MN Statute 270C.72 requires your Minnesota Tax ID Number and either a Social Security Number or Individual Tax ID Number. These may be given to the Minnesota Commissioner of Revenue if requested. After we approve your license, all information except your Social Security Number is public (MN Statutes, Chapter 13).</p>		
<p style="text-align: center;">A signature is required.</p>		
<p><input type="checkbox"/> I have read and agree to the Terms and Conditions for electronic signatures, records and payment.</p>		
<p>I, (print name) _____, certify or declare under penalty of perjury under the laws of the State of Minnesota that the information on this application, checklist, and attached documents is true and correct. All information given is subject to verification by the State of Minnesota. I understand that false information may result in the denial, suspension, or revocation of my business license.</p>		
<p>By typing your name, you are electronically signing this application.</p>		
Signature of Applicant _____	Title _____	Date _____
7. Additional Information		
<ol style="list-style-type: none">1. No license will be issued for longer than one year.2. You cannot transfer your license to any other person or location.3. For reasonable accommodations or alternative formats, please call us at 612-673-2080 or send us an email at businesslicenses@minneapolismn.gov. Individuals who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000.4. Information in other languages: Para asistencia 612-673-2700. Rau kev pab 612-673-2800. Hadii aad Caawimaad u baahantahay 612-673-3500.		

EXAMPLE STREET CAFE LICENSE

#1

City of Minneapolis
Requirements for Insurance Certificates
Certificate of Liability Insurance

PRODUCER
 Agency
 Address
 City, State, Zip

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER.

THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURER A: _____
 INSURER B: _____
 INSURER C: _____
 INSURER D: _____
 INSURER E: _____

INSURED

The Legal/Corporate Name must match exactly (word for word) to the Approved Licensee Name (including Inc, or LLC), Trade Name (DBA) and address of premises.

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	GENERAL LIABILITY				EACH OCCURRENCE	\$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Agg)	\$
	<input type="checkbox"/> CLAIMS MADE				MEDEXP (Agg per person)	\$
	<input type="checkbox"/> OCCUR				PERSONAL & ADV INJURY	\$
	<input type="checkbox"/> _____				GENERAL AGGREGATE	\$
	<input type="checkbox"/> _____					
	GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS -	\$
	<input type="checkbox"/> POLICY				CONFID AGG	
	<input type="checkbox"/> PROJECT					
	<input type="checkbox"/> LOC				COMBINED SINGLE LIMIT (Ea accident)	\$
	AUTOMOBILE LIABILITY				BODILY INJURY	\$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE	
	<input type="checkbox"/> HIRED AUTOS				(Per accident)	\$
	<input type="checkbox"/> NON - OWNED AUTOS					
	<input type="checkbox"/> _____				AUTO ONLY - (Ea accident)	\$
	GARAGE LIABILITY				OTHER - EA	\$
	<input type="checkbox"/> ANY AUTO				THAN ACC	\$
	<input type="checkbox"/> _____				AUTO	\$
					ONLY: AGG	\$
	ENGINE LIABILITY				EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
	<input type="checkbox"/> DEDUCTIBLE					\$
	<input type="checkbox"/> RETENTION					\$
						\$
	WORKER'S COMPENSATION AND EMPLOYERS LIABILITY				WORKER'S COMPENSATION AND EMPLOYERS LIABILITY - OTHER	
					E.I. EACH ACCIDENT	
					E.I. DISEASE - EA EMPLOYEE	
					E.I. DISEASE - POLICY LIMIT	


OTHER

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:
 ADDITIONAL INSURED; INSURER LETTER
 CERTIFICATE HOLDER
 City of Minneapolis
 Licenses and Consumer Services
 505 Fourth Ave. S., Room 220
 Minneapolis, MN 55415
 AUTHORIZED REPRESENTATIVE

Applications will be returned if requirements are not complete.

Page 4 of 4 - May 2022

EXAMPLE EXPANSION OF PREMISES



Minneapolis
Community Planning and
Economic Development

City of Minneapolis
Licenses and Consumer Services
505 Fourth Ave. S., Room 220
Minneapolis, MN 55415
Telephone: 612-673-2080
www.minneapolismn.gov/businesslicenses

For Office Use Only
AP: BLAmend/
PermExp
MCO: 362.100,
363.100, 366.110
Adm Issuance: No

License Application: Expansion of Premises (Permanent)

Definition: The expansion of your physical square footage. This can be inside or outside. The area must be compact and contiguous to your currently approved licensed premises. You must have a license in good standing. If you have questions, send an email to businesslicenses@minneapolismn.gov or call 612-673-2080.

1. Application Requirements
<p>1. Complete the application and include all the requirements listed below. Incomplete applications may be returned. You may send your application by email (businesslicenses@minneapolismn.gov), US mail, or drop it off at our office.</p>
<p>2. There is a \$500 fee for this application. You can pay by</p> <p><input type="checkbox"/> Cash: Drop off your application at our office.</p> <p><input type="checkbox"/> Check: Mail or drop off your application at our office.</p> <p><input type="checkbox"/> Credit Card: Mail, drop off or email your application to businesslicenses@minneapolismn.gov. Do not add your credit card information on this application. We will call you to securely charge your credit card.</p>
<p>3. Alcohol License Change Form (Form #1)</p>
<p>4. Amended Business Plan (Form #2)</p>
<p>5. Source of Funds Statement (Form #3)</p>
<p>6. <input type="checkbox"/> Floor Plan: Attach an 8.5" by 11", scaled diagram. Include the square footage as well as labels of the interior and outdoor areas.</p> <p><input type="checkbox"/> This is not required if you are only adding a Sidewalk Café or Street Café. (Requirements below.)</p>
<p>7. Outdoor Expansion? <input type="checkbox"/> Yes <input type="checkbox"/> No Indoor Only. If yes, complete the following:</p> <p>a. Outside the downtown area, outdoor entertainment is restricted to No Live Entertainment, allowing radio, television, electronically reproduced music, and jukebox.</p> <p>b. A public hearing may be required. This will be scheduled by your License Inspector.</p> <p>c. <input type="checkbox"/> Attach a copy of the letter to your City Council Member, Neighborhood Organization, and Business Association(s). Tell them your business name, address, and type of license; your name, email address and telephone number. Describe your sidewalk/patio/street café. A sample letter is on our website.</p> <p>d. Is any part of your expansion on the public right-of-way? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, you need to complete a</p> <p><input type="checkbox"/> Sidewalk Café or Street Café application.</p> <p><input type="checkbox"/> You will need an updated Alcohol Certificate of Liability Insurance.</p> <p><input type="checkbox"/> There is a fee for your Sidewalk Café/Street Café license. You do not need to pay a new license processing charge.</p>
<p>8. <input type="checkbox"/> Lease: Attach a copy of the lease authorizing use of the area.</p>
<p>9. Equipment: Are you replacing or adding new kitchen or bar equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, attach a list of equipment and specifications.</p> <p>Permits are required for equipment with gas, plumbing or mechanical connections. Email a Food Plan Review Form to development@minneapolismn.gov. There is a fee for this review. This is a separate review and we cannot approve your license until it is completed.</p> <p><input type="checkbox"/> No. I do not need any permits for my kitchen equipment.</p> <p>If you have questions, call 612-673-3000 or email development@minneapolismn.gov.</p>
<p>10. Sewer Availability Charge (SAC): The Metropolitan Council charges a fee for new or upgraded sewer connections. You can find out online if a SAC is due for your address. You can also fill out your form online.</p> <p>If you have questions, call 612-673-3000 or email development@minneapolismn.gov.</p> <p><input type="checkbox"/> Attach a copy of your SAC Determination Letter.</p>

Page 1 of 6 - December 2022

EXAMPLE EXPANSION OF PREMISES

Alcohol License Change Form		#1
1. Type of License Change		
<input type="checkbox"/> Amending a Business Plan	<input type="checkbox"/> New Corporate Officer	
<input type="checkbox"/> Corporate Name Change	<input type="checkbox"/> New Manager	
<input type="checkbox"/> Corporate Shares Purchase	<input type="checkbox"/> New Shareholder/Partner	
<input type="checkbox"/> Downgrading Entertainment Class	<input type="checkbox"/> Special All Night Bowling /Pool/ Billiards	
<input type="checkbox"/> Downgrading License Type	<input type="checkbox"/> Special Late Night Food	
<input type="checkbox"/> Expansion of Premises	<input type="checkbox"/> Upgrading Entertainment Class	
<input type="checkbox"/> Internal Transfer of Shares	<input type="checkbox"/> Upgrading License Type	
2. Background Information		
I, _____, as <input type="checkbox"/> Owner <input type="checkbox"/> Partner, on behalf of _____ (Legal Corporation Name of Business)		
request the following (detailed description): 		
Business Name (DBA)		Business Address
Business E-mail Address		Personal E-mail Address
Business Telephone Number	Cell Phone Number	Type and Class of License(s) Currently Held
<input type="checkbox"/> Interior Expansion: New Seating Capacity: _____ New Fire Occupancy: _____ or <input type="checkbox"/> N/A <input type="checkbox"/> Exterior Expansion: New Seating Capacity: _____ New Total Customer Capacity: _____ or <input type="checkbox"/> N/A		
3. Verification		
A signature is required.		
<input type="checkbox"/> I have read and agree to the Terms and Conditions for electronic signatures, records and payment. <input type="checkbox"/> I certify or declare under penalty of perjury under the laws of the State of Minnesota that the information on this application, checklist, and attached documents is true and correct. All information given is subject to verification by the State of Minnesota. I understand that false information may result in the denial, suspension, or revocation of my business license.		
By typing your name, you are electronically signing this application.		
Signature _____ Title _____		Date _____

Amended Business Plans

#2

Attach a typed report describing in detail changes to your business operations. You may attach extra documents to your report.

1. Alcohol Server Training Plan. Describe staff training that includes:

- Name of trainer
- Topics covered
- Ongoing training program
- Policy for carding and the use of electronic ID Scanners
- Reward and discipline policy for serving alcohol to minors and
- Self-audits

Our website has for more information about [Alcohol Service Resources](#).

No changes.

2. Safety. Attach your [Police Safety Plan Review Form](#) to help prevent illegal behaviors and disorderly customers at your business, parking area, and neighborhood.

No changes.

3. Noise. Attach your [Sound Management Plan](#) which details how you will manage sound from your business. A Sound Plan is not required for Off Sale Liquor stores.

No changes.

4. Litter Removal. You are required to clean litter within a 100 foot radius from your business. Describe your plans for litter, graffiti, and garbage. Include staff and hours assigned and plans during the warm weather months.

No changes.

5. Entertainment. Describe the following:

- type of entertainment at your business
- days and hours of the entertainment and
- age group which the entertainment is directed

No changes.

6. Team Sponsorships. Tell us the types of teams you may sponsor: softball, broomball, soccer, rugby, football, or other competitive sports.

No changes.

7. Hours of Operation.

- Specify the hours for every day of the week
- Include both inside and outside hours

No changes.

8. Food Service.

- List the hours of full food service and reduced food service
- Include the staffing model of your kitchen

No changes.

9. Charitable Gambling Activities. Identify the types of games, hours, gambling manager and name of charity.

No changes.

10. Applicant's Experience and Background with Liquor, Restaurant or Retail Sales. Include a resume or summary of work experience.

No changes.

EXAMPLE EXPANSION OF PREMISES

11. Advertising. Attach a copy of all the sites you will advertise, such as social media, website, flyers, coupons, table tents, etc.

No changes.

12. Promoters. If you plan to work with promoters, you must have a written signed contract that includes the following:

- Statement of truth in advertising
 - Cancellation rights if contract is not followed
 - Promoter contact information
- Submit a sample contract. Signed contracts must be made available to licensing official upon request.
- No changes.

Acknowledgement and Agreement

I, (print name) _____, an authorized corporate officer, partner or owner, hereby acknowledge and agree to the following:

- The attached business plan is a true and correct; and
- Any material change in the business plan must be submitted to an approved by the Business Licenses Division before implementation; and
- Violation of this business plan may result in suspension, revocation, or refusal to renew my license or in a civil fine determined by the Minneapolis City Council.
- I have read and agree to the [Terms and Conditions](#) for electronic signatures.

By typing your name, you are electronically signing this application.

Signature of Applicant: _____ Title: _____ Date: _____

Source of Funds Statement: Applicant's Information Sheet

Documenting the source of funds for the business venture is one of the more critical aspects of completing a license application. It is important that all financial information related to business start-up is completely documented and verifiable by the City of Minneapolis. Applications will not be processed without complete information about the costs and source of funds for your proposed business. **Attach documentation for all sources of your financing.**

1. Tax Records: Required

Attach two years of completed and filed 1040 federal tax forms for each applicant and individual providing funding for the business venture or corporate tax records, if applicable.

2. Costs Reporting Form: Required

Attach the Costs Reporting Form on the next page. City staff has the right to request documentation for listed expenses and revenues as well as any unlisted expenses/revenues they feel is related to this application.

3. Funds from Savings/Investments/Corporate Holdings: Required

Attach copies of three months of full official bank statements that show the money being used is available in the first month's statement that is provided.

Alcohol Establishments: Must additionally attach copies of three months of full official bank statements from twelve months prior to the first month's bank statement that is provided.

4. Loans from the Lending Institution

Attach a copy of the loan closing document that clearly sets forth the amount being tendered to the borrower and a copy of any accompanying promissory note; or

Individuals may be eligible for a loan, but approval may be delayed until a license is granted. In instances such as this, a letter of loan commitment from the lending institution setting forth the amount of the loan must be submitted along with a pledge from the applicant that the loan closing documentation shall be submitted upon its completion. A license will not be issued until a copy of the loan closing document is given to the Licenses staff. The business cannot operate until this is completed and approved.

N/A

5. Loans from Individuals - Many times applicants obtain personal loans from relatives or other individuals. In cases such as these, the loaning individual must provide the same documentation of the source(s) of these funds as required by the license applicant. For example, if an individual receives a \$10,000 loan from their parents, the applicant must attach the source of the parent's \$10,000 as well as tax records.

Attach a copy of each lender's source of funds and tax records; and

Attach a copy of the loan closing document(s) and/or copies of any accompanying promissory note(s); and

If the lender is not an owner of the business, applicants must provide a notarized statement regarding the terms of the loan; that the lender has no operational, financial or management interest in the business; the terms of the loan are independent of the business; and at no time in the future will the lender have a financial, operational, or management interest in the business. Any such involvement in the business will only be lawful if the lender and licensee go through the appropriate city licensing process.

N/A

6. Landlord Construction or other Credit/Financing - A landlord providing construction or financing will be required to show the same documentation of the source of these funds as the license applicant. If funds are taken from a business account, city staff can accept corporate account statements in lieu of the landlord's personal accounts.

Attach a copy of the loan closing document(s) and copies of any accompanying promissory note(s); and

Attach a statement about payment terms.

N/A

Acknowledgement

I (printed name) _____ understand that city staff have the right to request other documentation they feel is necessary to properly verify the source of funds for the business venture. Failure to document costs or the source of funds for expenses will result in the denial of this license application. Any errors detected after the issuance of the license may be grounds for license revocation. After approval by the City Council, documentation in this license file becomes public data and is open for review by anyone upon request. Public data includes, but is not limited to, financial statements, tax records and other personal records contained in the license file. Public data will not include Social Security numbers and account numbers.

I have read and agree to the [Terms and Conditions](#) for electronic signatures, records and payment.

By typing your name, you are electronically signing this application.

Signature

Title

Date

EXAMPLE EXPANSION OF PREMISES

Source of Funds Costs Reporting Form

An applicant must report all costs and fund sources associated with pursuing this license to demonstrate adequate legal sources of funds. Typical expenses include asset purchases, licensing fees, insurance costs, down payments, remodeling fees and attorney's fees, to name a few. Please use the table below to account for **all** your specific costs and sources of funds. Attach additional sheets if necessary.

Applicant's Name: _____ Business Name: _____

Building Expenses (lease, equipment purchases, down payments, asset agreement, etc.)
 \$ _____ for _____
 \$ _____ for _____ Subtotal \$ _____

Construction Expenses (upgrading cooking equipment, installation, remodeling, etc.)
 \$ _____ for _____
 \$ _____ for _____ Subtotal \$ _____

Professional Expenses (attorney fees, architect fees, consultant fees, etc.)
 \$ _____ for _____
 \$ _____ for _____ Subtotal \$ _____

Start Up Costs (insurance, license fees, inventory, etc.)
 \$ _____ for _____
 \$ _____ for _____ Subtotal \$ _____

Other Expenses (payroll, insurance, SAC charges, other)
 \$ _____ for _____
 \$ _____ for _____ Subtotal \$ _____

Total Costs for pursuing this License: \$ _____

Attach plans, leases, contracts, statements from vendors or credit institutions and other documentation you have to support the above figures.
 Complete and submit with your license application. A sample is listed below.

Applicant's Name: _____		Business Name (DBA): _____	
Total Cost to Start the Business (from items listed above.) \$ 30,000			
Fund Source	Amount	Documentation Attached	
TOTAL:			

Here is a sample of your documentation.

Applicant's Name: A. A. Smith		Business Name (DBA): The Company Business	
Total Cost to Start the Business (from items listed above.) \$ 30,000			
Fund Source	Amount	Documentation Attached	
<input type="checkbox"/> Savings Account Money	\$10,000	Bank Statements from Jan, Feb, Mar 2013 and 2014	
<input type="checkbox"/> Bank Loan	\$10,000	Loan Closing Documents from First Bank and Trust	
<input type="checkbox"/> Loan from Parents	\$10,000	Stock Dividend Statement 2013 and 2014 Tax Records 2013 and 2014 Promissory Note Notarized Statement of Loan Terms	
<input type="checkbox"/> TOTAL:	\$30,000		

Page 6 of 6 - December 2022