



**Borough of Closter**

Building Department  
295 Closter Dock Road  
Closter, NJ 07624

Phone: (201) 784-0600 ext. 441/Fax: (201) 784-4711/Email: construction@closternj.us

# Outdoor Café Annual License Application

Subject Property (Location of Outdoor Café): \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Applicant- Name (Individual/Business Entity): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Landowner- Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Requirements

- ◇ Certificate of Business Formation (Issued by State of New Jersey- Division of Revenue and Enterprise Services);
- ◇ Hold Harmless Agreement Indemnifying Borough of Closter from Any and All Claims, Damages, Fees, Judgements, Etc., Which May Incur Due to Injury, Death, Damage, Etc., Relating to Operation and Maintenance of Outdoor Café;
- ◇ Certificate of Liability Insurance Policy Having Minimum of \$1,000,000.00 in Bodily Injury/Property Damage Coverage and Listing Borough of Closter as Additionally-Insured;
- ◇ Layout Plan Depicting: **1.)** Seating; **2.)** Tables; **3.)** Umbrellas; **4.)** Portable Enclosures Separating Outdoor Café from Pedestrian Traffic; **5.)** Exterior Lighting; **6.)** Food/Beverage Preparation Areas; **7.)** Permanent Fixtures in Vicinity of Outdoor Café (Fire Hydrants, Parking Meters, Utility Poles, Landscaping, Benches, Sidewalks, Etc.); **8.)** Location of Doors to/from Subject Eating Establishment;
- ◇ \$100.00 Fee;
- ◇ Operation of Outdoor Café is Permitted from April 15<sup>th</sup> to October 15<sup>th</sup> of Calendar Year;

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE



(OFFICIAL USE ONLY)

FEE PAID: \_\_\_\_\_

PAYMENT METHOD:  CASH  CHECK # \_\_\_\_\_

APPROVED: \_\_\_\_\_

DENIED: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF CONSTRUCTION OFFICIAL

\_\_\_\_\_  
DATE