



City of Corpus Christi Outdoor Seating License Application

Applicant is encouraged to read the City Ordinance Section 49-136 thru Section 49-144 on “Sidewalk Cafes, Parklets and Pedlets In City Right-Of-Way In The Downtown Area” for important information and guidance. Outdoor seating areas serve as a temporary expansion of use in City right-of-way. A pre-application meeting is required prior to submitting a permit application. This permit application must be submitted to the City’s Traffic Engineering Division at ROWManagement@cctexas.com.

PROCESS:

1. The Department of Public Works shall review all applications to obtain a license for an outdoor seating area.
2. A pre-application meeting with the Department of Public Works and designated representatives is required to review the request and provide initial guidance through the process.
3. The official application request shall be filed with the Department of Public Works containing the required application, fees, proof of insurance, initial site plan showing existing street and sidewalk environment, and supporting documents. Applications shall be evaluated based on the quality and completeness of the initial application, site conditions, compliance with location requirements, and documentation of community support.
4. The Department of Public Works shall provide notification to the applicant on whether the initial application is accepted. The applicant shall only begin design of the plans (if applicable) upon approval. All drawings and plans shall be sealed and stamped from a licensed architect/engineer to demonstrate compliance with all technical requirements.
5. City staff shall issue a license after the applicant completes all steps.
6. After license issuance, City staff will coordinate with the licensee to schedule the installation and inspection.
7. City staff shall visit the outdoor seating area within 60 days of installation, and as required, to ensure the area conforms to approved plans.

| FEE SCHEDULE | |
|--|----------|
| Application and Review | \$100.00 |
| Subsequent Resubmission or Amendments (Each) | \$25.00 |
| Inspection (Each) | \$75.00 |
| Annual Parklet License (Each Space) | \$600.00 |
| Annual Sidewalk Café License | \$150.00 |



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1. CONTACT INFORMATION

Applicant Name: _____
Phone: _____ Email: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____

2. BUSINESS INFORMATION

Legal Business Name: _____
Phone: _____ Email: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Is This Business Being Used for Restaurant or Food Sales? Yes No
Liquor Sales: Yes No
Name of TABC License Holder: _____
TABC Food & Beverage Permit License No.: _____

3. ADJACENT PROPERTY OWNER/TENANT CONTACT INFORMATION

Adjacent Property #1

Legal Business Name: _____
Phone: _____ Email: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____

Adjacent Property #2

Legal Business Name: _____
Phone: _____ Email: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____

4. ADJACENT PROPERTY OWNER SUPPORT

Are the Property Owners in Support of the Request? Yes No



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5. COMPLETE APPLICATION AND PROJECT CHECKLIST

The following materials must be submitted for the application submittal to be deemed complete. If all materials are not received with the initial submittal, your application will be returned as incomplete.

A. Initial Application Checklist

1. _____ Initial Application Form (this form)
2. _____ Application fee payment
3. _____ Proof of Property Ownership (Warranty Deed, Deed of Trust, Parklet Areas Only)
4. _____ Property Owner Agreement
5. _____ Responsible Party Agreement
6. _____ Adjacent Property Owner/Tenant Contact Information
7. _____ Current Certificate of Insurance and Endorsements
8. _____ Illustrative Design Concepts or sketches

B. Parklet Site Plan Checklist

1. _____ Initial Site Plan: Detailed site plan drawn to scale or showing dimensions of parklet elements, elevations, construction details, setbacks, and identified existing utilities.
 - a. _____ Width of Sidewalks (From Face of Building to Back of Curb)
 - b. _____ Parking Spaces (With Dimensions)
 - c. _____ Distance from the Proposed Parklet to the Nearest Intersection or Crosswalk
 - d. _____ Name and Location of Existing Streets and Alleys
 - e. _____ North Arrow and Scale
 - f. _____ Parklet Footprint and Elements (With Dimensions)
 - g. _____ Label Adjacent Building Façade and Entrances
 - h. _____ Parklet Setback Dimensions (4-ft From Adjacent Parking Spaces and 2-ft From Adjacent Bicycle Lane, Travel Lane or Other Curb Zones)
 - i. _____ Wheel Stops
 - j. _____ Utilities
 - k. _____ ADA Accessibility Requirements
2. _____ A minimum of 3 digital color photographs of the proposed Parklet area: Show existing site prior to parklet installation, along with photos of the adjacent street and sidewalk, one photo from across the street and one photo from each end of the site.



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6. OUTDOOR SEATING AREA LOCATION DETAILS

Name of Street on Which Outdoor Seating Area Will Be Located (Must Be City-Owned):

Side of the Street: _____ North _____ East _____ South _____ West

Speed Limit of Street of Proposed Location: _____ MPH

Zoning Designation: _____ Project Area (in ROW): _____ SF

Total # of On-Street, Metered Parking Spaces: _____

Total # of On-Street, Un-Metered Parking Spaces: _____

7. DAYS AND HOURS OF OPERATION

| DAY | BEGIN | | END | |
|-----------|-------|--|-----|--|
| Sunday | | | | |
| Monday | | | | |
| Tuesday | | | | |
| Wednesday | | | | |
| Thursday | | | | |
| Friday | | | | |
| Saturday | | | | |

8. PERMITTED ITEMS (Select items included in outdoor seating area and the number/description of each)

_____ Chairs # of _____ _____ Planters # of _____

_____ Tables # of _____ _____ Benches # of _____

_____ Heater(s) # of _____ _____ Umbrella(s) # of _____

_____ Lighting: _____

_____ Railing Type: _____

_____ Decking: _____

_____ Pedlet: _____

_____ Signs: _____

_____ Other: _____



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9. OUTDOOR SEATING USE/SIGNAGE

Required signage is limited to displaying business identification, hours of operation, and if the outdoor seating area is private or public.

1. _____ Public: Open to the public during permitted hours.
2. _____ Private: Open to patrons of business during permitted hours.

10. CURBSIDE CONFLICT CHECKLIST

Any item visible within the proposed site must be shown on the site plan submitted with this application. All items listed on this form will be checked by staff. If the proposed outdoor area covers/encroaches upon a utility infrastructure, the license may be denied. A special request can be made to design the project so it avoids the conflict. The request is subject to review and approval by the appropriate utility owner.

| Curbside Conflicts | Yes | No | Shown | N/A |
|-----------------------------|-----|----|-------|-----|
| Utility Poles | | | | |
| Streetlights | | | | |
| Vaults, Manholes | | | | |
| Bus Stop/Bus Shelter | | | | |
| Loading Zone | | | | |
| Other Designated Zone | | | | |
| Accessible Parking Space(s) | | | | |
| Traffic Sign(s) | | | | |
| Traffic Signal | | | | |
| Trees, Plants | | | | |
| Travel Lanes | | | | |
| Curb Ramp, Crosswalk | | | | |
| Fire Hydrant | | | | |
| Curb Cuts & Driveways | | | | |
| Building Entrances | | | | |
| Bike Racks | | | | |
| Movable Street Fixtures | | | | |
| Parking Meters | | | | |
| Other ROW Features | | | | |



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11. CERTIFICATION AND HOLD HARMLESS AGREEMENT

I certify that the information contained in this application and any other materials submitted in the course of my application for an Outdoor Seating Area License is true to the best of my knowledge.

I, Applicant and Licensee, agree to indemnify, save and hold harmless the City of Corpus Christi, its officers, agents and employees (“City”), from any and all liability, damage, loss, claims, demands and actions of any nature whatsoever on account of personal injuries (including, without limitation of the foregoing, workers’ compensation and death claims) or property loss or damage of any kind whatsoever, which arise out of or are in any manner connected with or are claimed to arise out of or be in any manner connected with the use of the right-of-way or construction, installation, existence, operation, use, maintenance, repair, restoration or removal of the Outdoor Seating Area or any of the licensed elements, including any injury, loss or damage caused by the sole or contributory negligence of the City. The Licensee must, at its own expense, investigate all claims and demands, attend the their settlement or other disposition, defend all actions based on any claims or demands with counsel satisfactory to City, and pay all charges of attorneys and all other costs and expenses of any kind arising from any of said liability, damage, loss, claims, demands or other actions..

Being duly sworn upon oath, I state that I have researched and examined or caused to be researched and examined all recorded documents and instruments relating to said real property, and that all recorded easements, dedications, and rights of way are known to me. I understand that issuance of a license does not authorize or permit construction of a permanent structure over or upon any easement, dedication or right of way.

Applicant Signature: _____ Date: _____



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12. RESPONSIBLE PARTY AGREEMENT

I understand that a condition of the granting of my Outdoor Seating License is that I abide by this agreement. Failure to do so will result in the revocation of my Outdoor Seating License.

I understand that I am ultimately responsible for all violations of any City, State and Federal codes or regulations that result from the operation of my outdoor seating. I will familiarize myself with any applicable codes and will take immediate action to ensure that any violations are corrected. I understand that any violations that result from the operation of my outdoor seating are potentially citable offenses and that the citation may cite you, the Responsible Party, even if you are not overseeing the operation of the business, or at the business location, at the time of the citation.

I will ensure that employees will oversee the operation of the outdoor seating and take immediate action to ensure that any violations are corrected. I will familiarize every employee who is overseeing business operations or the operation of the outdoor seating with any applicable codes or regulations and inform them of their responsibilities.

If ownership of the property to which my outdoor seating area changes, I will submit an updated Property Owner Consent form. An Outdoor Seating License is non-transferable.

Applicant Signature: _____ Date: _____

13. PROPERTY OWNER CONSENT

I, _____(Property Owner), authorize _____(Business Owner) to operate the Outdoor Seating Permit for _____(Business).

This consent shall run concurrent with the Outdoor Seating License. If at any time the license expires or is revoked, this consent shall be void. The operator of the outdoor seating area is required to comply with all applicable sections of City, County, and State code. Failure to do so may cause the license for said location to be revoked.

I understand and agree that the property owner is ultimately liable for any damage resulting from the condition of the right-of-way and is responsible for reconstructing, maintaining and repairing the sidewalks, curbs, driveways and parking strips abutting or immediately adjacent to their property. I understand and agree that the property owner is ultimately responsible for any costs due to removal if the business owner does not remove outdoor seating area as specified by the City of Corpus Christi.

Business Owner's Signature: _____ Date: _____
Business Owner's Name: _____ Phone: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____

Property Owner's Signature: _____ Date: _____
Property Owner's Name: _____ Phone: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____



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14. MAINTENANCE AGREEMENT

Outdoor seating licenses issued by the Department of Public Works, on behalf of the City of Corpus Christi, are subject to specific maintenance and support conditions that are the responsibility of the licensee. These conditions ensure that the outdoor seating area remains clean, safe, and in a state of good repair for all members of the public to enjoy. The Department of Public Works may revoke the license from any licensee that fails to comply with the maintenance requirements.

➤ **Daily:**

- Remove any debris, litter, grime, or graffiti from the outdoor seating area.
- Water and maintain the vegetation in approved outdoor seating area site.
- Clean the outdoor seating tables, platform, chairs, and other surface elements.
- Replace any failing outdoor seating furnishings including, but not limited to, chairs, tables, fencing, barricades, planters.
- Clean and empty any trash receptacles.

➤ **Weekly:**

- Rinse the area underneath the parklet platform (if applicable).
- Remove any debris that is impeding drainage flow along the curb and gutter beneath the parklet platform.

➤ **Within 48 hours: Removal of graffiti tagging.**

➤ **As Needed:**

- Power Washing Annually or More as Needed.
- Perform Pest Abatement
- Repair conditions at all times and promptly replace any broken improvements or property.

Applicant Signature: _____ Date: _____



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15. OUTDOOR SEATING REMOVAL

I understand that if my business changes ownership, I will need to remove my outdoor seating and the new owner must obtain a new license. I understand that the Department of Public Works may require me to temporarily remove my outdoor seating area under certain circumstances. I agree that I am responsible for all duties and costs associated with the outdoor seating area removal and restoration of City Right-of-Way.

Temporary Removal may be required in the event of the following:

- City maintenance
- Public safety or public utility emergency occurrence.

Permanent Removal may be required in the event of the following:

- The outdoor seating area poses a public safety concern.
- Failure to comply with City, County, or State codes and regulations.

Upon permanent removal of my outdoor seating area, I agree to restore the public right-of-way, covered by my outdoor seating area, and additional required elements to its original condition or better.

In the event the license is revoked, I agree to remove the outdoor seating area within 48 hours. In the event I do not remove my outdoor seating area, the city shall have the right to remove and dispose of the outdoor seating area and may assess the property owner for the cost of such removal and disposal. The city shall not be responsible for damage to outdoor seating area elements under any circumstances.

Applicant Signature: _____ Date: _____

| | |
|-----------------------|------------------------|
| STAFF USE ONLY | |
| Date Received: _____ | Staff Signature: _____ |
| Date Approved: _____ | Staff Signature: _____ |
| License #: _____ | |