



Department of Development Services  
205 Lawrence Street  
Marietta, Georgia 30060

## ENCROACHMENT PERMIT APPLICATION FOR OUTDOOR CAFÉS

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

Business Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

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

24 Hour Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Business Owner Date: \_\_\_\_\_

### **THE APPLICANT MUST SUBMIT THE FOLLOWING ADDITIONAL INFORMATION**

#### **For Café Permit RENEWALS:**

- Application fee as calculated for café permit issued in previous year
- Proof of liability insurance identifying the City of Marietta as an additional insured for a minimum of \$1,000,000.00 (copy of current policy required)
- Revised location and layout of tables and chairs, if applicable
- Signed Release & Indemnity Agreement (see next page)
- Copy of valid business license to operate a business establishment adjacent to the public property.  
**The business must be a restaurant which receives over 50% of its annual revenue from the sale of prepared food items.**

#### **NEW Café Permits – in addition to the above information, must also include:**

- Proof of any required ABC license, health permits or other state permits
- Photographs or drawings of proposed tables, chairs (black metal only), umbrellas, etc.
- A sketch or site plan drawn to scale showing the existing public area and adjacent private property
- The proposed location and layout of tables and chairs (a four-foot clear path must be maintained)
- Signed Release & Indemnity Agreement
- Written consent of adjacent property owner if tables are to be placed in front of an adjacent business

#### **Online Submittal at [www.sagesgov.com/marietta-ga](http://www.sagesgov.com/marietta-ga)**

Select “Outdoor Café Permit Application” option

**TO BE COMPLETED BY PLANNING AND ZONING DEPARTMENT**

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

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

Planning & Zoning Manager