



City of Flagstaff

Community Development Division

211 W. Aspen Ave
Flagstaff, AZ 86001

P: (928) 213-2147 (Tom Boughner)

P: (928) 213-2705 (Amy Hagin)

www.flagstaff.az.gov

F: (928) 213-2609

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Staff contact (Sidewalk Cafes and Vending Carts): Tom Boughner, tboughner@flagstaffaz.gov

Staff contact (Other Permitted Encroachments): Amy Hagin, ahagin@flagstaffaz.gov

Date Received	Application for Sidewalk and Right-of-Way Encroachment Permit		Permit Number
Name of Business Owner (s)			Phone
Mailing Address	City, State, Zip	Email	
Shopping Center or Building Name			
Local Contact or Manager			
Mailing Address	City, State, Zip	Email	
Site Address	Parcel Number (s)	Zoning District	
Type of Temporary Encroachment Permit: <input type="checkbox"/> Sidewalk Cafe <input type="checkbox"/> Sidewalk Vending Cart <input type="checkbox"/> Other Encroachment Area of Encroachment (sq. ft.): _____ License Rate: \$5.00 sq.ft. Formula for Calculating the Annual Total Cost for Sidewalk Cafes and Vending Carts Only (§8-03-002-0002.B) Area of Encroachment (SF) X (LR) X (SA) X (RR) = Annual Total Cost, i.e. 120 X \$5.00 X 9 X 0.125 = \$675 Annual Total Cost			
Description of Requested Encroachment (Attach additional pages as necessary): 			
Dates for the start and completion of the sidewalk or right-of-way encroachment: 			
Submittal Requirements Required information for each specific permit type is provided on the reverse side of this application form. A dimensioned site plan must be attached showing the location of the proposed encroachment.			
Information on processing procedures and regulations for sidewalk cafes, sidewalk vending carts and other permitted encroachments may be found in City Code Division 8-03-002 (Sidewalk Cafes, sidewalk Vending Carts and Other Permitted Right-of-Way Encroachments)-see attached.			
Note: A site plan must be submitted with all applications. Please see reverse side for additional submittal information. _____ (Owner's Initials) I hereby certify that the information set forth on this form is complete and accurate and do hereby agree to comply with all applicable codes of the City of Flagstaff and the State of Arizona and with any conditions attached hereto.			
Note: Applications which are incomplete or not accompanied by the required information will not be accepted.			
Applicant Signature		Date	
For City Use			
Application Fee Amount:	Date Paid:	Received By:	Fee Receipt #:
Total Annual Cost:	Date Paid:	Received By:	Fee Receipt#:
Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Staff Initial:	Date Approved:	

Submittal Checklists for Permits for Sidewalk Cafes, Sidewalk Vending Carts, and Other Permitted Right-of Way Encroachments

For an application to be accepted, the applicant must provide all of the required information described on the application at the time of formal submittal. Incomplete applications will not be accepted. It is the responsibility of the applicant to ensure the accuracy of the application. Applications will not be accepted or processed without an adequate description of the proposed sidewalk or public right-of-way encroachment. A completed application form shall be submitted to a Community Development Division staff person, and shall contain the following additional information:

Common to All Applications:

1. Completed application form
2. Application fee (Refer to City Code Section 3-01-001-0001)
3. Certificate of General Liability Insurance naming the City of Flagstaff as additional insured.

Sidewalk Café:

1. Dimensioned drawing showing the following information (Refer to City Code Section 8-03-002-0003.A.):
 - a. Width of the applicant's café or restaurant facing the sidewalk indicating the area of operation requested to be used;
 - b. Total area in sq. ft. of the sidewalk café operating area
 - c. Location of doorways;
 - d. Width of the sidewalk (distance from curb back to building face);
 - e. Locations of tree wells, bus shelters, sidewalk benches, sign posts, trash receptacles, driveways or curb cuts, or any other semi-permanent or permanent sidewalk obstructions;
 - f. Location of all barriers to be located around the area of operation.
2. Dimensioned drawing of the barriers proposed around the area of operation, including information on proposed materials, colors, and how the barriers will be installed. (Refer to City Code Section 8-03-002-0003.B.)
3. Total annual cost for the designated area of operation/encroachment (Refer to City Code Section 8-03-002-0002.B. copied below).

Sidewalk Vending Cart:

1. Dimensioned drawing showing the following information (Refer to City Code Section 8-03-002-0004.A.):
 - a. Location of the applicant's vending cart indicating the permit operating area intended for use (32 sq. ft.);
 - b. Location of doorways;
 - c. Width of the sidewalk (distance from curb back to building face) and the width of the clear pedestrian zone;
 - d. Locations of tree wells, bus shelters, sidewalk benches, sign posts, parking meters, bus shelters, benches, trash receptacles, driveways or curb cuts, bus stops, truck loading zones, taxi stands, or any other semi-permanent or permanent sidewalk obstructions;
 - e. Location of any ADA access ramp or parking space;
 - f. Dimensioned drawing or photograph of the applicant's vending cart.
2. Proof of City Sales Tax license
3. Total annual cost for the designated permit operating area (Refer to City Code Section 8-03-002-0002.B. copied below).

Other Permitted Right-of-Way Encroachments (e.g. Dumpster located in a public way):

1. Dimensioned drawing showing the following information (Refer to City Code Section 8-03-002-0005.C.):
 - a. Width of the applicant's encroachment within the right-of-way indicating the area requested to be used; relation to centerline; and name of the street where the encroachment is proposed.
 - b. Width of the sidewalk (distance from curb back to building face) and the width of the clear pedestrian zone;
 - c. Locations of tree wells, bus shelters, sidewalk benches, sign posts, trash receptacles, doorways, driveways or curb cuts, or any other semi-permanent or permanent sidewalk obstructions; and access

points.

2. 24-hour traffic control plan indicating the placement of appropriate caution signs.
3. Proposed dates for the start and completion of the sidewalk or public right-of-way encroachment.

Formula for Calculating the Annual Total Cost for the Operating Area for a Sidewalk Café or Vending Cart - Section 8-03-002-0002.B

The annual total cost (ATC) shall be based on a per square foot (SF) calculation of the permit operating area. The ATC is calculated by determining the total cost for construction and maintenance of sidewalks, which is approximately \$5.00 per square foot (i.e. the license rate (LR)). The license rate may then be multiplied by 9 to create an annual cost which reflects an anticipated 9 months of potential use, and then adjusted for an 8-year rate of return ((RR) i.e. 12.5% of value). See calculation below:

$$\text{Area of Encroachment (SF)} \times (\text{LR}) \times (\text{SA}) \times (\text{RR}) = \text{Annual Total Cost}$$
$$120 \times \$5.00 \times 9 \times 0.125 = \$675 \text{ Annual Total Cost}$$

Staff Review:

Upon receiving a complete application, the application will be reviewed by City staff to determine if the submittal conforms to City of Flagstaff Code requirements. The staff contact for permits submitted for Sidewalk Cafes and Vending Carts is Tom Boughner, tboughner@flagstaffaz.gov (928) 213-2417 while the staff contact for permits submitted for all Other Permitted Right-of-Way Encroachments is Andrew Iacona, aiacona@flagstaffaz.gov (928) 213-2705.

Approved Permit:

Upon review and approval of the application, the applicant will be informed that the permit is ready to be picked up from the Community Development front counter.

Inspection:

When the sidewalk café or sidewalk vending cart has been established, or all other permitted encroachments such as trash dumpsters have been placed, the applicant shall contact the Code Administration and Compliance Program at (928) 213-2147 to schedule an on-site inspection. The inspector will either approve the installation of the area of operation and determine that the clear pedestrian zone meets minimum City Code requirements as approved, or require additional corrections. Similarly any approved other permitted encroachments will be inspected to assure compliance with minimum City Code requirements. Upon approval, the inspector will sign off on the permit and record the approval in the City's permit tracking system.