



CITY OF ITHACA

108 East Green Street, Ithaca, New York 14850-6590

DEPARTMENT OF PUBLIC WORKS

Michael J. Thorne, P.E.

Superintendent

Telephone: 607/274-6527

Fax: 607/274-6587

February 8, 2019

RE: 2019 Outdoor Dining Permit

Dear Restaurant Owner/Manager:

The Office of the Superintendent of Public Works has begun accepting applications for the 2019-20 Outdoor Dining season. Enclosed you will find an Outdoor Dining Information Packet, Application and Agreement. To be considered for an outdoor dining permit, all required documentation and fees must be submitted along with the application and agreement.

Two permits are available to choose from: Annual or Seasonal. An Annual Permit lasts from April 1st through March 31st; Seasonal Permits are April 1st through October 31st. Permit fees for both are listed on the application form. The total footage listed on your permit last year was «Total_Square_Feet» square feet.

An Application Fee must be submitted in addition to the permit fee. For new applicants, the application fee is \$100. Returning applicants must submit a \$50 application fee.

If alcohol will be served in the outdoor dining area, you must receive approval from Common Council, which meets on the first Wednesday each month. Applications must be received by this office by **March 20, 2019** to be added to the Common Council meeting on April 3, 2019.

If you have any questions, please contact this office at (607) 274-6527. I look forward to working with you this year.

Sincerely,

Kathrin D. Servoss
Executive Assistant

kds

Enclosure: Outdoor Dining Application Packet