



City of Geneva

REQUEST FOR CONTINUED USE OF PUBLIC PROPERTY FOR OUTDOOR SEATING

Submit this form if you have previously received approval for an expanded outdoor seating area on public property and you intend to continue use of the space past October 31, 2020. If you are currently using public property for outdoor seating and have not previously applied, please submit the [Request for Use of Public Property](#) form.

Step 1: Applicant Information

Business Name and Address

Applicant/Contact Info

STEP 2: Site Plan Revision

Site plans must be to-scale, show all structures (tents, igloos, etc.) and indicate locations of heating devices. Any enclosed structure or combination of structures 400 sf or larger require a building permit. Any unenclosed structure 700 sf or larger requires a [building permit](#).

_____ Public property will not be used after October 31, 2020.

_____ Public property will be used past October 31, 2020 without changes to the current site plan.

_____ Changes have occurred or are planned and a new site plan is attached.

STEP 3: Certificate of Insurance Date Verification

Verify that the Certificate of Insurance is valid. The expiration date for the Certificate of Insurance previously submitted and on file with the City of Geneva is _____.

STEP 4: Submittal Instructions

All requests must be received by October 31, 2020.

Submit forms electronically to ctymoszenko@geneva.il.us