



Codes & Planning

201 S. Franklin St.  
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# APPLICATION FOR OUTDOOR SEATING

Return to: Code Enforcement Director, City Hall, 201 S. Franklin St., Kirksville, MO 63501

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

Contact Person: \_\_\_\_\_ Anytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Site Location: \_\_\_\_\_

\_\_\_\_\_ Year-Round

\_\_\_\_\_ Temporary from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_:\_\_\_\_ am / pm to \_\_\_\_:\_\_\_\_ am / pm  
M D Y M D Y

Sketch on separate paper the locations of the sidewalk, building, street, curb, ADA ramps, tables, chairs and other items.

*Note: Open walkway must be at least 4 ft.*

Number of tables: \_\_\_\_\_ Number of chairs: \_\_\_\_\_ Other Items (sideboards, trash cans) \_\_Yes \_\_No

Describe table, chairs, and other items planned, including whether they are intended for temporary or year-round placement, as defined in Chapter 32, ARTICLE VII of the Municipal Code.

Describe procedures for cleaning and litter control. It is the responsibility of the outdoor seating permit holder to ensure that all trash and litter (including cigarette butts) are removed daily from the permitted area. Customers who smoke must be at least ten (10) feet away from doorways and/or windows that are used for ventilation. Outdoor seating permit holder should advise customers on the proper disposal of litter in this area.

City of Kirksville Use Only:

1. Business License? YES NO
2. Liquor License? YES NO
3. Insurance approved? YES NO
4. Hold Harmless Agreement Signed? YES NO

Department Review:

Codes \_\_\_\_\_ Risk Management \_\_\_\_\_  
Finance \_\_\_\_\_ Fire \_\_\_\_\_ Police \_\_\_\_\_