



## City of Salisbury Sidewalk Cafe Application

### Sidewalk Cafe Application Packet

This packet contains information regarding City of Salisbury Sidewalk Café requirements and the application for a Sidewalk Café Permit

The application fee is \$50, non-refundable fee paid at the time of application.

Prior to the City issuing the License:

- If required, applicant must have approval from the Historic District Commission before filing an application for a Sidewalk Café
- If you are serving food, please contact the Wicomico Health Department for applicable licensing and/or the Wicomico County Liquor board if serving alcoholic beverages
- Once a permit has been issued and the area is set up, the City of Salisbury Fire Marshal should be contacted for an inspection

### Sidewalk Cafe Guidelines

- Please review [Chapter 12.36](#) of the City of Salisbury Municipal Code for guidelines
- Sidewalk café permits run March 1 of each year until the following February 28
- The following are prohibited in the cafe area: accumulated trash and refuse, storage, advertising banners, outdoor entertainment, music and loudspeakers
- All café seating must be removed or secured no later than an hour after the business closes daily
- Sidewalk café must close at the same time as the permitted business and permittee must ensure that all patrons do not linger or loiter in sidewalk café once business has closed
- A scale sketch plan must be filed with application showing all street fixtures affected, included property lines fronting the sidewalk in which the sidewalk cafe will be located, sidewalks, street curb lines, lighting, trees, planters, parking meters, street signs, fire hydrants and proposed location of the outdoor cafe and enclosure.
- Any proposed alterations to the sidewalk café after the permit is issued must be reviewed and approved by the City of Salisbury Infrastructure & Development Department, Historic District Commission, and City Fire Marshal

Submit Application to:  
City of Salisbury | Department of Infrastructure & Development  
125 N Division Street Room 202  
Salisbury, MD 21801  
410-548-3130 | [infdev@salisbury.md](mailto:infdev@salisbury.md)



## City of Salisbury Sidewalk Cafe Application

### Business Information

Trade Name of Existing Business or Proposed New Business:

\_\_\_\_\_

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

Name of Applicant: \_\_\_\_\_

Business Address? \_\_\_\_\_  
\_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Applicant E-Mail Address: \_\_\_\_\_

Are you a:  New Application  
 Renewal

If you are renewing, are you proposing any changes to your sidewalk cafe? If yes, please provide details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

With your application, please also include:

- A scale sketch plan must be filed with application showing all street fixtures affected, included property lines fronting the sidewalk in which the sidewalk cafe will be located, sidewalks, street curb lines, lighting, trees, planters, parking meters, street signs, fire hydrants and proposed location of the outdoor cafe and enclosure.
- Proof of five hundred thousand dollars (\$500,000.00) premises liability insurance for sidewalk café area
- Copy of your approval from the Historic District Commission

Office Use Only:

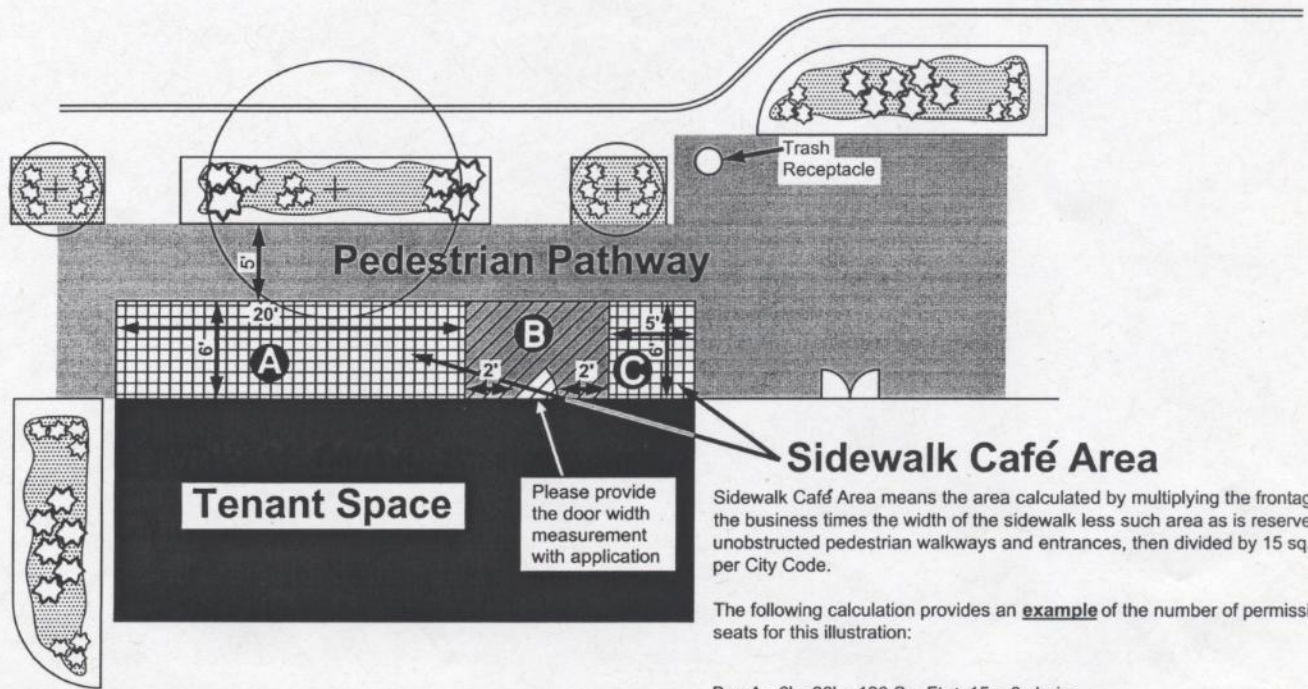
- Permit Fee
- Scaled site plan
- Proof of liability insurance
- Approval from City of Salisbury Fire Marshal
- Approval from Historic District (if applicable)
- Approval from Wicomico Liquor Board (if applicable)
- Approval from Infrastructure & Development

Conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit Issued: \_\_\_\_\_

Submit Application to:  
City of Salisbury | Department of Infrastructure & Development  
125 N Division Street Room 202  
Salisbury, MD 21801  
410-548-3130 | infdev@salisbury.md



Sidewalk Café Area means the area calculated by multiplying the frontage of the business times the width of the sidewalk less such area as is reserved for unobstructed pedestrian walkways and entrances, then divided by 15 sq. ft. per City Code.

The following calculation provides an **example** of the number of permissible seats for this illustration:

- Box A - 6' x 20' = 120 Sq. Ft. ÷ 15 = 8 chairs
- Box B - Required open space  
(2' on each side of door opening plus width of door)
- Box C - 6' x 5' = 30 Sq. Ft. ÷ 15 Sq. Ft. = 10 permissible seats
- Total = 150 Sq. Ft. ÷ 15 Sq. Ft. = 10 permissible seats**

This drawing is **NOT TO SCALE**

## Sample Sidewalk Café Illustration