



**Village of Winnetka**  
510 Green Bay Road, Winnetka, IL 60093  
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**2025 OUTDOOR SEATING AREA PERMIT APPLICATION**

An Outdoor Seating Area Permit Application must be submitted for outdoor seating areas located on the public right-of-way (sidewalk) (Section 12.04.070 of the Village Code). 2025 requests for street closures or use of public parking spaces for outdoor seating will require a separate approval process.

To apply for an Outdoor Seating Permit, please submit the following:

1. A schematic of the table/chair layout, showing the following: (a) location of the outdoor seating area in relation to the building with a 5-foot walkway for pedestrians, other site improvements, and the street pavement; (b) the distance between all tables and between all tables and other staff service areas located in the outdoor seating area; and (c) the location of all doorways to the establishment.
2. If the outdoor seating area is located on the public right-of-way (sidewalk), a Certificate of Insurance with minimum \$1,000,000/ occurrence and \$2,000,000 aggregate coverage **and the Village of Winnetka named as additional insured.**
3. A signed Outdoor Seating Permit Application.

**Establishment Information**

Establishment Name: \_\_\_\_\_ Establishment Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Number of Tables Existing: \_\_\_\_\_ Number of Tables Proposed: \_\_\_\_\_  
 Number of Chairs Existing: \_\_\_\_\_ Number of Chairs Proposed: \_\_\_\_\_

**Business Owner Information**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

If there has been no change from last year regarding the information above, please indicate no change, sign below, and attach an updated CERTIFICATE OF LIABILITY INSURANCE. \_\_\_\_\_ **NO CHANGE**

**For Outdoor Seating on Public Sidewalks**

*As Applicant for a **Permit for Outdoor Seating on a Public Right-of-Way (Sidewalk)**, we (I) agree to comply with the listed requirements. In addition, we (I) agree to defend, indemnify, and hold harmless the Village of Winnetka, their officers, officials, agents, and employees against all injuries, death, loss, claims, suits, liabilities, attorney's fees, costs and expenses for personal injury and property damage which may, in any way, arise as a result or in consequence of an injury to person or property resulting from the use of an outdoor seating facility on Village right-of-way, parkway, or other public property. Applicant acknowledges, understands, and agrees that, as a condition precedent to the issuance by the Village of a permit for an outdoor seating area, Applicant must provide a policy of insurance that names the Village of Winnetka as an additional insured with Applicant, with minimum liability limits of \$2,000,000 for the general aggregate and \$1,000,000 for each occurrence.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Submit the above application via email to Berina Gradjan, Deputy Village Clerk, at [bgradjan@winnetka.org](mailto:bgradjan@winnetka.org).



## **2025 OUTDOOR SEATING AREA INFORMATION**

An Outdoor Seating Area in the Village of Winnetka must adhere to the following guidelines:

### **Location**

1. Public sidewalks may be utilized for outdoor seating area as long as the outdoor seating area maintains a 5-foot wide accessible route for pedestrian traffic to pass-by.
2. Businesses may not use public streetscape improvements, such as public benches, in their outdoor seating area.
3. The location of outdoor seating areas must not create a visual impairment for vehicular, bicyclist, and pedestrian traffic.
4. Businesses may not expand outdoor seating in front of neighboring businesses without consulting with neighboring business/property owner and approval from the Village.

### **Outdoor Seating Area**

1. The outdoor seating area shall be accessible to the disabled and shall comply with all applicable federal, State and Village laws, ordinances, regulations concerning accessibility and nondiscrimination in the provision of services.
2. Inspection of the outdoor seating areas are required. Outdoor seating areas will be conditionally approved until inspections are completed by Village staff.
3. Businesses are required to maintain the cleanliness of their outdoor seating areas.
4. Businesses must keep building exits, fire hydrants and fire lanes free from obstructions at all times.
5. Permanent plumbing, electrical, and lighting fixtures shall not be installed without first securing the appropriate building permit.
6. Any temporary lighting shall be directed in a manner to not impair visibility on nearby streets and not shine into nearby residences or business.
7. Any extension cords need to be covered or moved to a location, so they do not create a trip hazard.
8. Where necessary, businesses should consider providing fencing, planter boxes, or other method of protecting any outdoor seating patrons.
9. Open-side tents are permitted to provide shelter for designated outdoor seating areas provided that the Village issues a temporary tent permit.
10. Live entertainment, televisions, and electronically amplified music or sound is permitted; however, any noise must not cause a nuisance or otherwise violate any local ordinances.

### **Liquor Guidelines**

1. Restaurants who wish to serve alcohol in an outdoor seating area must obtain the local liquor commissioner's approval and comply with directives issued by local liquor commission or state liquor control authorities.
2. Liquor served in an open container shall not be removed from the outdoor seating area.
3. Any directions by the Local Liquor Commissioner to modify or discontinue the service of alcohol shall be heeded immediately.