



Application Checklist

Director Review

Outdoor Seating with Alcohol Service (Sections 5.9.05. and 5.9.24.)

To qualify for Director Review, the proposed or expanded outdoor seating area:

- Must be within the public right-of-way at ground level; (or)
- May be expanded by less than 20% in seating capacity and/or area, if located on private property,

--and--

- Must cease operation by 10:00 p.m. on Sunday-Thursday and 11:00 p.m. on Friday-Saturday.

The following items are required for a complete Director Review application. Incomplete applications will be returned.

- Signed Application Form**
- Description of Project** (Use letterhead if possible.)
The written description shall include:
 - Hours of operation
 - Occupancy/seating capacity
 - Parking calculation and number of parking spaces
- Operations Management Plan**
The plan must detail how the operator will manage the facility during operation, ensure the security of the patrons both inside and outside the facility, and ensure the appropriate management of the liquor license(s). A Crime Prevention through Environmental Design (CPTED) analysis may be required by the Police Department part of the plan.
- Copy of MLCC licenses/permits or application to MLCC indicating requested licenses/permits**
- Site Plan**
Dimensioned plan showing building setbacks from lot lines, parking calculations, and greenspace calculations
- Floor Plan (including floor area)**
- Encroachment Permit (if located in public right-of-way)**
- Fee: \$1,166**
Payment options:
 - Check (payable to City of Grand Rapids)
 - Credit card in person at Development Center
 - Credit card by phone by calling (616) 456-4100
- Plan Submittal**
One hard copy, or digital submission in PDF format emailed to planning@grcity.us