

# **TROOPS**

Temporary Public Right-Of-Way Outdoor  
Occupancy Permit for Patios and Parklets

City of Cleveland  
Mayor's Office of Capital Projects  
Right-Of-Way Permitting and Enforcement



City of Cleveland  
Justin M. Bibb, Mayor

## INSTRUCTIONS AND INFORMATION

### Temporary Public Right-Of-Way Occupancy Permits for Patios and Parklets (TROOPS)

MAYOR'S OFFICE OF CAPITAL PROJECTS

DIVISION OF ENGINEERING AND CONSTRUCTION

601 Lakeside Avenue, Room 518, Cleveland, OH 44114

(216) 664-2384 | [rightofwaypermits@clevelandohio.gov](mailto:rightofwaypermits@clevelandohio.gov)

#### When does a business need a TROOPS Permit

A business needs a Temporary Public Right-Of-Way Occupancy Permit for Patios or Parklets (TROOPS) in order to have an outdoor patio or a parklet in the Right-Of-Way as defined in Cleveland Codified Ordinances [§ 513](#) and § 241. TROOPS Permits need to be renewed every 12 months.

#### What is a Patio or Parklet?

An outdoor Patio is a portion of the public sidewalk that is used by a business establishment for its current business operations. A Parklet is an area within an existing non- travel curb lane on a street where parking is permitted that is used by a business establishment or CDC for its current business operations or bicycle parking.

#### How to apply for a TROOPS Permit

To apply, a business must complete and submit the following application and include the necessary attachments. Only a complete applications with all necessary attachments will be considered.

#### How to submit TROOPS Application

Completed applications with necessary attachments can be submitted by in-person drop off, by mail, or by email. In-person drop off can be done at the above address. Letters can be addressed to "TROOPS Permit Program" and mailed to the above address. Scanned or PDF applications can be emailed to the above email address.

#### How to Pay Fees

Fees are non-refundable. Fee can be paid by check included with application. In-person payments with check, card, or cash can be made after the applicant receives their SVOR Number. SVOR Number is required for payment. If you do not know SVOR Number, reach out to contact information above after application has been submitted.

#### Additional Questions

For additional questions, reach out to the contact information above.

#### Required Attachments Information

##### **Certificate Liability Insurance:**

Applicant must submit a certificate of liability insurance of no less than one million dollars (\$1,000,000.00) in accordance with the City of Cleveland named as additional insured. Example is attached.

##### **Detailed Plans:**

Plans must be drawn to scale with dimensions listed. Plans must show the locations, number, and arrangement of tables, chairs, and other structures. Plans must show entrance to establishment and fire exits. Hand drawn plans will not be accepted.

##### **Detailed Photos:**

Photos must show full planned site location or current site location and condition. Photos must include nature and location of current sidewalk obstructions. Photos should give an accurate and clear view of location and surrounding area.

#### If Applicable Attachments Information

##### **Food Service Operations License:**

Necessary if business serves food. Valid Food Service Operations License from Ohio Department of Health

##### **Liquor License:**

Necessary if business serves alcohol. Valid Liquor License from State of Ohio which includes the text "& Patio"

##### **Check for Fee Payment:**

Multiple payment options are available including with application or prior to receiving TROOPS Permit

##### **Supplemental Information:**

Any additional information that may be helpful for review application.

#### Additional Permits Necessary

For operation of business in patio an additional permit from Cleveland Department of Public Health is required.

For installation of an Outdoor Patio/Parklet an Obstruction permit is required.



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#### Permitted Locations of Outdoor Patios and Parklets

- Patios shall not be permitted at any location where the clear, continuous, unobstructed sidewalk for the passageway of pedestrians is reduced to less than six (6) feet (unless approved by the City).
- Patios shall not obstruct emergency exits or fire standpipes.
- Patios and Parklets shall comply with the handicap accessibility requirements.
- Patios and Parklets shall not be permitted within six (6) feet of any fire hydrant, within five (5) feet of any driveway, within three (3) feet of any sidewalk handicap ramp, within two (2) feet of the curb designated for parking, unless the use is for a Parklet, or within an area designated for handicapped parking or commercial loading and unloading or any other area where parking is prohibited. Parklets also shall not be permitted within fifty (50) feet of an intersection.
- Parklets shall not be used without a protective barrier that meets the approved plans and specifications.
- As appropriate, the operation and location of the outdoor Patio and/or Parklet, the maintenance of the business establishment requesting a permit, the proximity and location of emergency exits, fire standpipes, fire hydrants, driveways, handicap ramps, handicapped parking zones, commercial loading and unloading zones, the condition of the sidewalk, and other factors deemed relevant shall be considered. The Director may modify the rules and regulations as they deem necessary.

#### Requirements and Conditions of Outdoor Patios and Parklets

- Permittee shall abide by rules set forth in Cleveland Codified Ordinances [§ 513](#) and other laws and regulations.
- The Patio or Parklet shall be only placed only on the location set forth in the permit.
- A patio or parklet located in the Central Business District shall not operate earlier than 6:00 AM or later than 12:00 AM (midnight). A patio or parklet located in any District other than the Central Business District shall not operate earlier than 6:00 AM or later than 11:00 PM.
- Permittees shall maintain all required health licenses.
- Permittees and their agents shall be responsible for maintaining all patio or parklet structures and associated equipment in good repair, free of corrosion and in a safe, sound and non-hazardous condition.
- Permittees and their agents shall be responsible for keeping the general area around the permitted location free of litter. Permittees and their agents shall provide a suitable container for the placement of paper wrappers, and other similar items used by customers and others within the permitted area. Permittees shall maintain the required minimum clear unobstructed sidewalk adjacent to the Permit area which includes snow/ice removal.
- Permittees shall not cook food in the patio or parklet.
- Parklets shall install, after obtaining a permit from the City and at their expense, a sign in each permitted location which conforms with the City's design format and states the hours of operations, whether it is for public or customer use, and the permittee's business name. Such sign shall not include any other commercial messages, slogans, telephone numbers, or other forms of advertising. Permittees shall not place any other signs or banners in the permitted outdoor Patio or Parklet location, except under a permit issued by the City of Cleveland.
- Patios shall hang window cling sticker in a where it shall be visible from the sidewalk outside the Patio area.
- Permit may be revoked for non-compliance with City Codified Ordinances or State law; and permits may be suspended for such time and duration as the City of Cleveland deems necessary.
- Permits are valid for 12 months and require renewal. If there are changes from the previous application, a new application is required. If no changes have been made, renewal application is required.
- No Permit shall be transferable in any manner. If there is a change in ownership or lease, an application modification can be submitted within 60 days of change in ownership.
- Appeals can be made in writing to the Board of Right of Way Appeals within 10 business days from the date of notice.



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Justin M. Bibb, Mayor

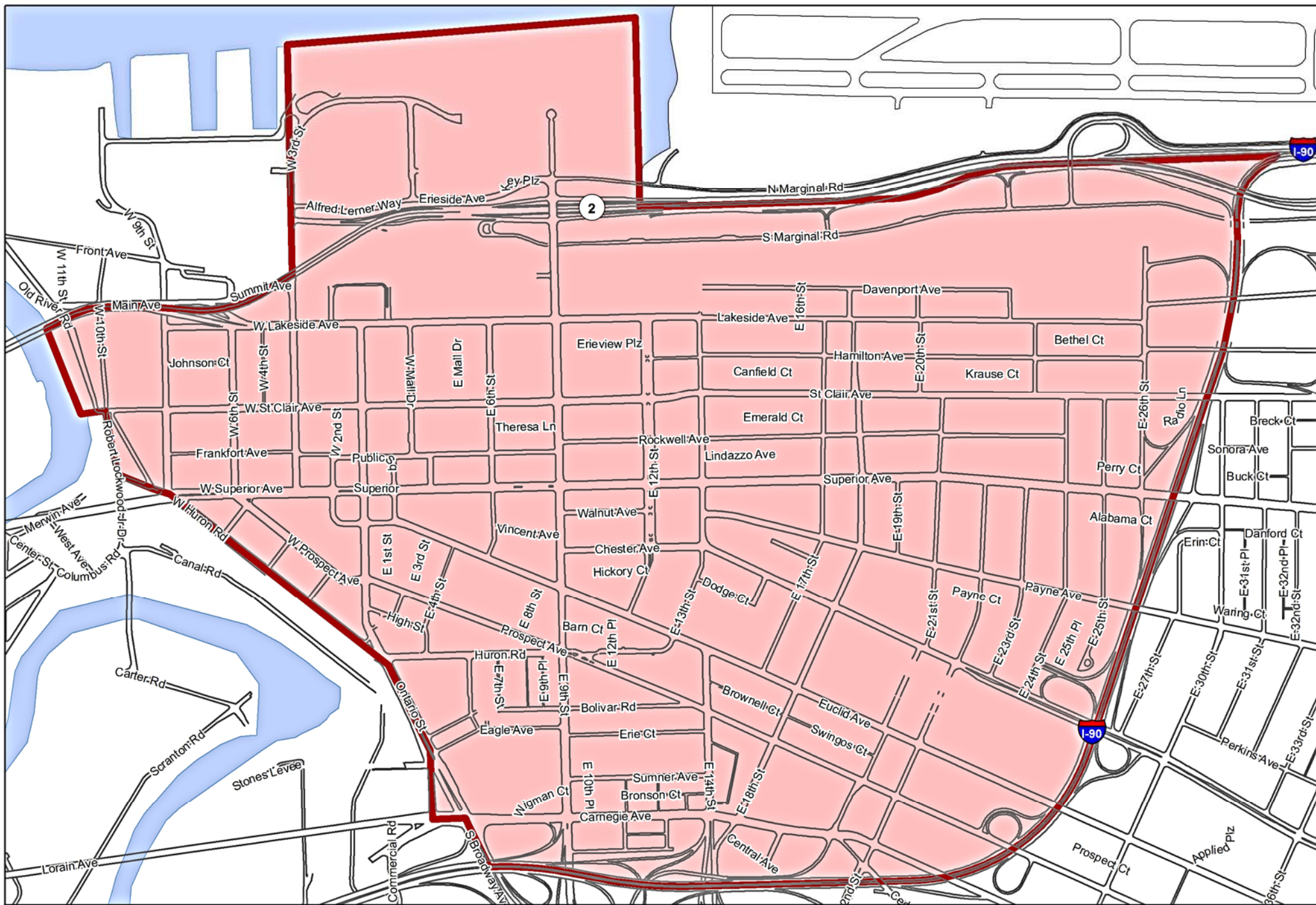
## TROOPS APPLICATION COMPARISON SHEET


### Temporary Public Right of Way Occupancy Permit for Patios and Parklets (TROOPS)

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DIVISION OF ENGINEERING AND CONSTRUCTION  
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Section A: TROOPS Application Types Comparison			
	Outdoor Patio	Parklet	Streetscapes
Detailed Plans/Drawings	Required	Required	Required
Detailed Photos	Required	Required	Required
Liability Insurance	Required	Required	Required
Location Restrictions	Yes	Yes	Yes
Location Type	Sidewalk immediately adjacent to a business establishment only	Designated non-travel curb lane only	
Location Permission Requirements for Application	Must include <u>Statement of Ownership</u> of property immediately adjacent to location(s) (included in application)	Must include <u>Statement of Ownership</u> of property immediately adjacent to location(s) (included in application) OR are a Community Development Corporation allowed to operate in the region of the location	Must include <u>Statement of Ownership</u> of property immediately adjacent to location(s) (included in application) OR include <u>Notarized Statement</u> of knowledge and approval of adjacent property owner(s)
Permit Application	Temporary Public Right-Of-Way Occupancy Permits for Patios and Parklets (TROOPS)	Temporary Public Right-Of-Way Occupancy Permits for Patios and Parklets (TROOPS)	Temporary Public Right-Of-Way Occupancy Permits for Streetscapes Amenities (Streetscapes)
Can include general reserved seating or reserved bicycle parking for a business establishment	Yes	Yes	No, it would be designated as public seating or public bike rack
Can allow alcohol to be consumed	Yes, with proper State permit	Yes, with proper State permit	No, unless DORA
Obstruction and/or Excavation Permits Required for Install/Repair	Yes	Yes	Yes
Fee	If new or renewal with changes application, \$200	If new or renewal with changes application, \$200	If new application, \$150 and \$10 for each amenity
	If update in ownership (within 60 days), \$0	If update in ownership (within 60 days), \$0	If renewal, \$100 and \$10 for each amenity
	If renewal, \$100	If renewal, \$100	If public bike rack, \$0
Length of Permit	12 months, renewal required	12 months, renewal required	Up to 60 months, renewal required
Notes:	An Encroachment permit may be required instead of or in addition to a TROOPS or Streetscapes Permit for some proposed permanent amenities.		





 CBD Boundary

0 0.05 0.1 0.2 0.3 0.4 0.5 Miles

**CBD Boundary, 2018**



 **cleveland**  
city planning  
commission

2/12/2018



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:		
	PHONE (A/C No. Ext):	FAX (A/C, No):	
INSURED	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A :		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X					EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000.00 MED EXP (Any one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMP/OP AGG \$ 2,000,000.00 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Cleveland is an Additional Insured in terms of General Liability policy.

**CERTIFICATE HOLDER****CANCELLATION**

City of Cleveland  
601 Lakeside Ave E  
Cleveland, OH 44114

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



City of Cleveland  
Justin M. Bibb, Mayor

## APPLICATION

### Temporary Public Right-Of-Way Occupancy Permits for Patios and Parklets (TROOPs)

MAYOR'S OFFICE OF CAPITAL PROJECTS  
DIVISION OF ENGINEERING AND CONSTRUCTION  
601 Lakeside Avenue, Room 518, Cleveland, OH 44114  
(216) 664-2384 | [rightofwaypermits@clevelandohio.gov](mailto:rightofwaypermits@clevelandohio.gov)

Application Date:		SVOR Number (internally assigned)	
Section A: Applicant Information			
Applicant Name:			
Applicant Phone:		Applicant Address:	
Applicant Email:		City, State:	Zip:
Applicant is: <input type="checkbox"/> Owner/Business <input type="checkbox"/> Contractor <input type="checkbox"/> Permit Service <input type="checkbox"/> Community Development Corporation <input type="checkbox"/> Other			
If Other, describe:		Select preferred mailing address: <input type="checkbox"/> Applicant Address <input type="checkbox"/> Business Address (below)	
Section B: Business Information			
Business Name:			
Business Phone:		Business Address:	
Business Email:		City, State: Cleveland, OH	Zip:
Federal ID:		Parcel Number:	Ward:
Select Business Type: <input type="checkbox"/> Restaurant/Bar <input type="checkbox"/> Community Development Corporation <input type="checkbox"/> Other		If Other, describe business type:	
Describe food, beverage, service, or merchandise that business may sell or provide:			
Will business sell or provide alcoholic beverages? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is business located in the Central Business District? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Section C: Patio or Parklet Information			
Check all that apply: <input type="checkbox"/> Patio <input type="checkbox"/> Parklet		Capacity of Patio/Parklet (use commas if multiple):	
Proposed days and hours of use (limits of within 6AM to 11PM or 6AM to midnight in Central Business District):			
Describe location and size of area(s) to be used:			
Describe and list any fence, tables, chairs, structures, equipment, bicycle parking, pedestrian dividers, fire stand pipes, emergency exits, handicap ramps, or other obstructions existing or to be included:			



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Application Date:	SVOR Number (internally assigned)
<b>Section D: Fee Information</b>	
Check which fee applies: <input type="checkbox"/> New (or Renewal with Changes) Application (\$200.00 fee) <input type="checkbox"/> Renewal Application (\$100.00 fee) <input type="checkbox"/> Update in Ownership within 60 Days (\$0 fee)	Total Fee:
If Renewal (with or without changes) or Update in Ownership, include previous SVOR number:	
<b>Section E: Waiver</b>	
<p>I, (We,) _____ own the business establishment immediately adjacent to the proposed area to be occupied by an outdoor patio or parklet, OR, I, (We,) are a Community Development Corporation allowed to operate in the proposed region of the parklet location.</p> <p>And that I, (We,) are also known as _____ ("Permittee"), and shall save and hold harmless the City of Cleveland, its Officers, Employees, and Assigns, and shall indemnify the City of Cleveland, its Officers, Employees, and Assigns for any and all claims or damage to property, or injury to any person or persons which may be occasioned by any activity carried on under the terms of the Permit.</p> <p>Permittee shall furnish and maintain such Public Liability Insurance, Food Products Liability Insurance, and Property Damage Insurance, as will protect the Permittee and the City of Cleveland from all claims for damage to property or bodily injury, including death to one or more persons, which may arise from operations under this Permit or in connection therewith.</p> <p>Such Insurance shall provide coverage in the amount of not less than One Million Dollars (\$1,000,000) on account of an incident involving injuries, including death to one or more persons, and Property Damage Insurance in the amount of not less than One Million Dollars (\$1,000,000), or a combined single limit of One Million Dollars (\$1,000,000) provided, however, that this insurance requirement shall not be construed to limit Permittee's indemnification obligations to the above required limits of insurance.</p> <p>Such Insurance shall also name the City of Cleveland as an Additional Insured, including its Officers, Employees, and Assigns, and shall further provide that the Policy shall not terminate or be cancelled prior to the expiration date of this Permit without thirty (30) calendar days' written notice to the Director of the Mayor's Office of Capital Projects.</p> <p>Signature: _____</p> <p>Printed Name: _____</p> <p>Title: _____</p> <p>Date Signed: _____</p>	
<b>Section F: Included Attachments</b>	
Required attachments: <input type="checkbox"/> Certificate of Liability Insurance <input type="checkbox"/> Detailed Plans <input type="checkbox"/> Detailed Photos	
If applicable: <input type="checkbox"/> Food Service Operation License <input type="checkbox"/> Liquor License (must include "& Patio") <input type="checkbox"/> Check for Fee Payment <input type="checkbox"/> Supplemental Info	





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## INTERNAL REVIEW SHEET

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Application Date:		SVOR Number <small>(internally assigned)</small>	
Applicant Name:		Business Name:	
<b>Internal Use Only – Do Not Complete</b>			
<b>Section A: Application Review</b>			
Complete Application: <input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate of Insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Detailed Plans: <input type="checkbox"/> Yes <input type="checkbox"/> No	Detailed Photos: <input type="checkbox"/> Yes <input type="checkbox"/> No
Payment Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	Food Operation License: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/N	Liquor License: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/N	Supplemental Info: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/N
Supplemental Information Included:			Inspection Date:
<b>Section B: Approval Process</b>			
<b>City Council Member</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Notified		Date:
Comments:			Ward:
<b>City Planning</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Not Needed		Date:
Comments:			
<b>Landmarks</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Not Needed		Date:
Comments:			
<b>Health</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Not Needed		Date:
Comments:			
<b>Safety</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		Date:
Comments:			
<b>Fire</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		Date:
Comments:			
<b>Right of Way</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		Date:
Comments: (for Inspection Comments see attached)			Window Decal #:
<b>Building and Housing</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Not Needed		Date:
Comments:			
<b>Public Works</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Not Needed		Date:
Comments:			
<b>Section C: MOCAP Director</b>			
A Temporary Right of Way Occupancy Permit for Patios and Parklets for is hereby approved pursuant to Codified Ordinances of the City of Cleveland, Ohio § 513.			
Comments:		Date:	
		Signature:	