



CITY OF BOSTON  
PUBLIC IMPROVEMENT COMMISSION

PUBLIC WORKS DEPARTMENT  
CITY HALL ROOM 714

Boston, Massachusetts 02201

Telephone: (617) 635-4961  
Fax: (617) 635-4558  
Email: PIC@cityofboston.gov

JOANNE P. MASSARO  
Chairperson

Commission Members:  
Transportation Department  
Property Management  
Inspectional Services  
Water & Sewer Commission

AMY S. CORDING  
Chief Engineer

TODD M. LIMING  
Acting Executive Secretary

**SIDEWALK CAFÉ CHECKLIST**

- 1. Prepare plans
- 2. Submit plans to public agencies
- 3. Submit plans to private utility companies
- 4. Begin drafting LMI
- 5. Provide full submission package to the PIC
  - Plans
  - Petition
  - Public agency responses
    - Boston Transportation Department
    - Inspectional Services Department
    - Boston Water & Sewer Commission
    - PWD – Street Lighting Division
    - Commission for Persons with Disabilities
    - Boston Parks & Recreation Department
    - Boston Redevelopment Authority
    - Mayor's Office of Neighborhood Services
    - Boston Landmarks Commission (if applicable)
    - Architectural District Commission (if applicable)
  - Utility company delivery receipts
  - Manager's Certificate or Certificate of Authority
  - City Licensing Board documentation
  - Letter(s) from building owner and/or condo association
  - Lease
  - Letter(s) from neighborhood association(s)
  - Areaway/vault letter
  - Certificate of Insurance



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- 6. Appear at PIC Hearing under "New Business"
- 7. Revise/amend project as directed by Commission
- 8. Appear at PIC Hearing under "Public Hearing"
- 9. Supply PIC with Mylar copy of plans
- 10. Permits and Construction



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## **SIDEWALK CAFÉ PROCEDURE**

The following steps should be taken, generally in the noted sequential order, to petition the Public Improvement Commission for a new Sidewalk Café within the public right-of-way. Once the articles listed in Step 5 have been submitted to the satisfaction of the Chief Engineer, you will be placed on the next available PIC Hearing agenda under "New Business".

1. Prepare plans to conform to the following criteria:
  - Full-sized 24"x36" in the landscape orientation
  - Stamped and signed by a MA-registered civil engineer and/or land surveyor
  - PIC's title block in the lower right-hand corner (an example is enclosed)
  - Additional signature lines reading:
    - PIC Design Review
    - PIC Chief Engineer
    - Approved, Commissioner of Public Works
  - Dimension as necessary the following:
    - Proposed seating area (minimum width is 72 inches)
    - Sidewalk (minimum accessible width in most instances is 60 inches; this shall not include tree grates flush with the sidewalk)
    - Vertical obstructions (e.g. utility poles, trees, hydrants, signs, etc.)
  - Seating area shall be contiguous to the building, segregated from the sidewalk with some type of barrier, and may not extend beyond the façade of the restaurant
  
2. Submit to the following public agencies plans and background information relating to the project. A written response indicating approval will be required from every listed public Agency. See the enclosed "Public Agency Contacts" for contact information.
  - Boston Transportation Department (BTD)
  - Inspectional Services Department (ISD)
  - Boston Water & Sewer Commission (BWSC)
  - PWD – Street Lighting Division
  - Commission for Persons with Disabilities
  - Boston Parks & Recreation Department
  - Boston Redevelopment Authority
  - Mayor's Office of Neighborhood Services
  - Boston Landmarks Commission (if applicable)
  - Architectural District Commission (if applicable)



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3. Submit via certified mail plans to the private utility companies listed on the enclosed "Utility Contacts" document. A written response will not be required from these companies; however, their comments shall be addressed to the satisfaction of the Commission.
4. Consult with the Public Works Department, Permitting Division (to obtain a license fee assessment) and PIC's Legal Counsel to cooperatively begin drafting the License, Maintenance, and Indemnification (LMI) agreement.
5. Provide full submission to the PIC for review. This submission shall include three full-sized sets of the prepared plans along with an Engineering Report. The report shall include the following:
  - Petition signed by the interested party
  - Letters of support/approval from every public agency noted in Step 2
  - Proof of delivery (delivery receipt) from every utility company noted in Step 3 (also include all responses that may have been provided)
  - Manager's Certificate (for a licensed LLC) or Certificate of Authority (for all other business structures) verifying that the individual(s) signing the petition have the authority to make the decisions associated with the subject PIC action
  - Documentation from the City Licensing Board granting permission for outdoor seating
  - Letter(s) from the building owner and/or condominium association stating no objection to the proposed sidewalk café (if other than the subject applicant)
  - Copy of the rental lease (if applicable)
  - Letter(s) of support from any and all interested neighborhood associations
  - One of the following letters concerning underground areaways/vaults:
    - Signed letter from a MA-registered civil engineer, land surveyor, and/or architect stating that no areaways/vaults exist beneath the proposed seating area
    - Signed letter from a MA-registered civil and/or structural engineer stating that the areaway/vault beneath the proposed seating area will sufficiently support the additional loads
  - Certificate of Insurance with financial limits specified



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6. Once PIC Staff is satisfied with the submission the project will be placed on the next available PIC Hearing agenda under "New Business". The petitioner and any other supporting parties (e.g. co-petitioners, contracted engineers, legal counsel, public agencies, etc.) should be prepared to present the project to the Commission and field any questions or comments that may arise. Visual representations of the proposed seating area as well as the proposed barrier (photographs, renderings, manufacturer's detail, etc.) should be prepared to display. A date for a Public Hearing will be declared.
7. Revisions and/or plan amendments may be requested by the Commission at the "New Business" Hearing. These should be addressed prior to the Public Hearing as scheduled in Step 6.
8. Return to the PIC Hearing under "Public Hearing". The petitioner and any other supporting parties should be prepared to provide evidence of the steps taken to satisfy the comments made by the Commission at the New Business Hearing. If the Commission is satisfied a motion to approve the petition will be voted on. If any issues are outstanding a motion to deny or continue the petition will be voted on. If the petition is continued a date for the Continuation of the Public Hearing will be declared and the process reverts to Step 7.
9. After obtaining an approving vote from the Commission, provide to PIC staff one copy of the final plans on Mylar to be kept on file at City Hall.
10. Upon receipt of the Mylar plans, the necessary permits may be granted and construction (if necessary) may commence.