



*Town of Leesburg*

Department of Public Works & Capital Projects  
25 West Market Street • Leesburg, VA 20176  
703-771-2790 • 703-737-7065

Permit # \_\_\_\_\_

**SIDEWALK DINING WITH ALCOHOL PERMIT APPLICATION**

Application must be made through the Department of Public Works & Capital Projects (DPW&CP) at 25 West Market Street, Leesburg, VA 20176 or online at [www.leesburgva.gov/sidewalkdiningpermit](http://www.leesburgva.gov/sidewalkdiningpermit). A properly executed **Permit Application and copies of Certificate of Insurance and Alcoholic Beverage Control license, along with any other requirements as listed in the Town’s Sidewalk Dining with Alcohol Permit Application Process** must be submitted before a permit can be issued. If all information is included, the Department of Public Works & Capital Projects usually takes five (5) business days to issue the permit.

**CHECK ONE:**

- RENEWAL OF PREVIOUSLY APPROVED SIDEWALK DINING WITH ALCOHOL PERMIT
- NEW PERMIT OR RENEWAL WITH PROPOSED CHANGES

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

Property Address: \_\_\_\_\_

Name of Restaurant: \_\_\_\_\_

On-Site Contact(s): \_\_\_\_\_

Restaurant Phone Number: \_\_\_\_\_

Total Number of Proposed Outdoor Seats/Tables: \_\_\_\_\_

Total Square Footage of Outdoor Dining Area: \_\_\_\_\_

***\*There must be 5 feet of pedestrian clearance between the outer edge of the outdoor dining area and the edge of the curb at all times\****

By signing this application below, I hereby certify that I am the owner of record of the named property, or the owner of record authorizes this application. I, my heirs, successors and assigns agree to indemnify and hold harmless the Town of Leesburg and all town employees, agents, and officers from responsibility, damage or liability on account of injury or damage to persons or property growing out of or directly related to the use of Town sidewalks. I agree to conform to all applicable federal, state and local laws of this jurisdiction. I authorize a Town official to enter all areas of the property covered by my issued permit, at a reasonable hour, to inspect and enforce the code provisions applicable to this issued permit. **I understand this permit is for sidewalk dining with alcohol, and the issuance of a permit confers no property rights upon my business or me. The Town of Leesburg reserves the right to revoke this permit, at any time, with or without cause at the discretion of the Town Manager or his designee.**

\_\_\_\_\_  
*Print Name of Applicant*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Mailing/Street Address*

\_\_\_\_\_  
*Telephone* *Fax #*

\_\_\_\_\_  
*City and State* *Zip Code*

\_\_\_\_\_  
*E-mail Address*

Date: \_\_\_\_\_

**Signed/Dated in Leesburg, Virginia by:** \_\_\_\_\_, \_\_\_\_\_ **12/31/**  
DPW&CP Representative Date Expires