



**Town of Leesburg**

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

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

**SIDEWALK DINING PERMIT APPLICATION IN THE OLD AND HISTORIC DISTRICT**

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 along with copies of the proprietor's Certificate of Insurance and Alcoholic Beverage Control license, if applicable, and a \$100.00 application fee** must be submitted before a permit can be issued. Upon receipt of a complete application and required attachments, the initial review typically takes ten (10) business days to complete.

**CHECK ONE:**

- RENEWAL WITHOUT CHANGES
- RENEWAL WITH CHANGES
- NEW REQUEST

**CHECK ONE:**

- ALCOHOLIC BEVERAGES TO BE SERVED IN SIDEWALK DINING AREA (attach ABC authorization)
- NO ALCOHOLIC BEVERAGES TO BE SERVED IN SIDEWALK DINING AREA

Applicant (Name of person): \_\_\_\_\_

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

Name of Business: \_\_\_\_\_

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

On-Site Phone Number: \_\_\_\_\_

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

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

By signing this application below, I hereby certify that I am either 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 right of way 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 authorization for use of the public sidewalk for dining purposes only, and the issuance of this permit does not confer or convey any property rights to 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*

\_\_\_\_\_  
*Print Name of Property Owner, if different than Applicant*

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

\_\_\_\_\_  
*City and State*

\_\_\_\_\_  
*Zip Code*

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

\_\_\_\_\_  
*Date*

Signed/Dated in Leesburg, Virginia by: \_\_\_\_\_, \_\_\_\_\_  
DPW/CP Representative Date

Signed/Dated in Leesburg, Virginia by: \_\_\_\_\_, \_\_\_\_\_  
Preservation Planner Date

November 30, \_\_\_\_\_  
Expires (fill in year)