



## Curbana License Process

To apply for permission to use the public right-of-way and public parking spot for a curbana, the owner of the establishment must complete the following:

- Complete the City of Urbana Curbana License Application and
- City of Urbana Liquor License Application with Outdoor Café Rider if applicable,
- Submit the completed applications, along with a drawing of the parking spot in relation to your establishment to the Economic Development Division, 400 South Vine St., Urbana, Illinois 61801.

The City will review the application and the drawing. If the space for the curbana is approved, the applicant will:

- Submit a Certificate of Insurance with the City of Urbana listed as additional insured, as described in the Agreement for License.
- Submit payment for the curbana license and, if applicable, the initial fee for the Liquor License – Outdoor Café Rider.
- Sign the Agreement for License to Use Certain Portions of a Public Way.
- Return the completed application(s), certificate of insurance, payment, and agreement for license, and to the City of Urbana Economic Development at 400 South Vine Street, Urbana, Illinois 61801.

Copies of the Curbana License, Liquor License – Outdoor Café Rider, and the Agreement for License will be sent if the application for a curbana is approved.

*All curbana applications are subject to approval based on the availability of curbanas and installation of personnel provided by the City.*



**CITY OF URBANA  
CURBANA LICENSE APPLICATION**

**FOR THE PERIOD OF  
JUNE – OCTOBER 2022**

PLEASE PRINT OR TYPE

Establishment Name: \_\_\_\_\_

Establishment Address: \_\_\_\_\_ Urbana, IL 61801  
STREET BOX NUMBER

Establishment Telephone: (\_\_\_\_\_) \_\_\_\_\_

Health District Permit # \_\_\_\_\_

Hours of Operation: Indoor- \_\_\_\_\_

Outdoor- \_\_\_\_\_

Seating Capacity: Indoor- \_\_\_\_\_

Outdoor- \_\_\_\_\_

Store Manager Name: \_\_\_\_\_

Store Manager Signature: \_\_\_\_\_

Store Manager Telephone: (\_\_\_\_\_) \_\_\_\_\_

Curbana options (please check the size curbanas you are requesting):

10 ft. x 20 ft. - \$250 (single unit)

10 ft. x 40 ft. - \$500 (double unit)

Proof of insurance is required as follows:

- Certificate of insurance in the Acord 25-S type format that lists the City of Urbana 400 S. Vine St., Urbana, IL 61801, as a certificate holder.
- Evidence of liability insurance in the amount of \$1,000,000 combined single-limit for bodily injury or death and property damage with a \$1,000,000 aggregate.
- Evidence of in-force dram-shop or liquor liability insurance for location with a minimum coverage of at least \$1,000,000 per occurrence and \$1,000,000 in aggregate, along with proof that the City is named as an additional insured if intending on serving alcohol.
- City of Urbana, its agents, and employees must be listed as an additional named insured with respect to general liability on the public right-of-way for the period listed above.

**Please return completed application,  
proof of insurance and the appropriate Fee to**

**City of Urbana  
Economic Development  
400 South Vine Street  
Urbana, IL 61801**

**FOR OFFICE USE ONLY**

Business Account #: \_\_\_\_\_

Renewal Fee: \_\_\_\_\_

License #: \_\_\_\_\_

Processed By: \_\_\_\_\_

Next Renewal Date: \_\_\_\_\_

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