



**SIDEWALK CAFÉ  
LICENSE AGREEMENT APPLICATION GUIDELINES**  
(This information needs to be submitted on a License Agreement Application form)

A written request for a License Agreement will need to be submitted to the Ada County Highway District (ACHD), Right of Way Division, 3775 N Adams Street, Boise, Idaho 83714.

All requests need to have the following information and/or items included:

- A description of the area to be under license.
- The name(s), address and telephone number of the licensee.
- The name(s) to appear on the signature line.
- A \$100.00 application fee per licensed location, plus 10% land fee value per year.
- A Site drawing of the area to be under License together with adjacent streets and/or alleys. Indicate your property with a parcel number or street address.
- If a sidewalk café, must have a 5 foot pedestrian clearance.
- A Complete description of how the area will be used.
- Copies of your city permit.
- A copy of your insurance certificate, you will need to add Ada County Highway District as also insured.
  - Applying for a Sidewalk Café License, you will need to have an insurance coverage of \$1,000,000.00.

All License Agreements must be signed by the Licensees or their representatives and by ACHD before the Agreement is in effect.

License Agreements are generally processed in the order they are received, and usually take up to three weeks to process.

Note: There are separate guidelines for the placement of real estate signs on ACHD roadways and for other license agreement purposes.