



**City of Huntington Board of Public Works and Safety**  
**Application for Huntington Riverfront District Permit**

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**This ownership entity is (check one):**

Individual/ Sole Proprietor       Limited Liability Partnership/ Club Association  
 Partnership       Limited Liability Company  
 Corporation

**Information Type (check all that apply):**

Applicant       Property Owner       Tenant/Lessee

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

Address: \_\_\_\_\_  
(number)      (Street)      (City)      (State)      (Zip)

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Additional Types (check all that apply):**

Applicant       Property Owner       Tenant/Lessee

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

Address: \_\_\_\_\_  
(number)      (Street)      (City)      (State)      (Zip)

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant       Property Owner       Tenant/Lessee

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

Address: \_\_\_\_\_  
(number)      (Street)      (City)      (State)      (Zip)

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Information:**

Property Size: \_\_\_\_\_ acres or \_\_\_\_\_ square feet

Zoning: \_\_\_\_\_

Address: \_\_\_\_\_  
(number) (Street) (City) (State) (Zip)

Or general location (if no address has been assigned, provide a street corner, subdivision lot number, etc.): \_\_\_\_\_

Property ID Number: \_\_\_\_\_

**Please answer the following questions in the Appendices:**

1. Describe how the restaurant will draw people to Huntington and, specifically, the riverfront area.
2. Describe how the restaurant focuses on a dining and entertainment experience rather than an alcohol consumption experience.
3. List the number and nature of jobs added to or retained in Huntington's employment base.
4. What type of reputation does the Applicant have in Huntington community and, if from other than Huntington, the Applicant's reputation in other Communities? Explain.
5. What kind of control and participation do the owners have in the day to day operation of the business?
6. What is the history of the operation?
7. Please include a business plan that includes financial and ownership strengths.
8. Submit a plan that includes the size, floor plan, and layout of the restraint and exterior dining areas, if any.
9. What, if any, plans are there to improve the facility in which you will operate with the nature and architecture of the riverfront area?
10. What physical improvements, if any, are you making to the restaurant?

11. What is the expected timetable for work and business commencement?
12. Please outline any other factors which may aid the Board of Public Works and Safety in consideration of your application.

**Permits are not transferable, not portable within or without the district and any renewal are subject to compliance with the terms of these local rules and any agreement negotiated with the Board of Public Works and Safety. The Permits shall not be pledged as collateral or subject to any lien, judgment, property settlement agreement, or third party claim.**

**Applicants receiving three-way licenses with the district will be required to sell a minimum of \$150,000 in gross food sales annually. As part of the yearly license renewal, applicants will have to demonstrate to the licensing entity, the Alcohol & Tobacco Commission of the State of Indiana, that this requirement has been met at the location for which the license has been granted.**

**Applicant's Signature:**

The information included in and with this application is completely true and correct to the best of my knowledge and belief.

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(Applicant's Signature)

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(Date)

Property Owner's Signature (the "owner" does not include tenants or contract buyers):

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(Owner's Signature)

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(Date)

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(Owner's Signature)

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(Date)

**City of Huntington Board of Public Works and Safety**

**Huntington Riverfront District Permit Checklist**

**All Huntington Riverfront District Permit applications will be under review by the Board of Public Works and Safety.**

**The applicant must contact the Mayor's Office at 260-356-1400, ext. 2000, to collaboratively determine any information that may not be applicable. The applicant is required to provide any other information requested by the Board of Public Works and Safety to demonstrate compliance with the requirements of the Riverfront District Permit.**

1. \_\_\_\_\_ the ownership entity;
2. \_\_\_\_\_ information type;
3. \_\_\_\_\_ contact information;
4. \_\_\_\_\_ property size in acres or square feet;
5. \_\_\_\_\_ property address or general location stating street corner, subdivision lot number, etc.
6. \_\_\_\_\_ property ID number;
7. \_\_\_\_\_ history of the operation;
8. \_\_\_\_\_ number of jobs and nature of jobs added to the community;
9. \_\_\_\_\_ type of reputation and explanation;
10. \_\_\_\_\_ detailed site plan that includes the size, floor plan, and layout of the restaurant and exterior dining area;
11. \_\_\_\_\_ plan of any improvements;
12. \_\_\_\_\_ plan of physical improvements to the facility;
13. \_\_\_\_\_ timetables for work and business commencement;
14. \_\_\_\_\_ owner's day to day operations of the business;
15. \_\_\_\_\_ business plan that includes financial and ownership strengths;
16. \_\_\_\_\_ other factors to consider;
17. \_\_\_\_\_ restaurants focus;
18. \_\_\_\_\_ restaurant's ability to draw people;
19. \_\_\_\_\_ sign and date of applicant and property owner(s);
20. \_\_\_\_\_ hard copy of applicant;
21. \_\_\_\_\_ filled out application for new or transfer permit from the Indiana ATC

**Submit to:**

**Mayor's Office  
300 Cherry St., Huntington, IN 46750 – 3<sup>rd</sup> Floor  
260-356-1400 ext. 2000**

**FOR CITY USE ONLY**

<b>Date Received:</b>	
<b>Date Sent to Board of Public Works and Safety Members:</b>	
<b>Board of Public Works and Safety Meeting Date:</b>	
<b>Board of Public Works and Safety Determination:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Notes:</b>	



## City of Huntington Riverfront District – Written Commitment

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Applicant/Property Owner: \_\_\_\_\_

Property Address/Parcel Number: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Pursuant to Indiana Code 7.1-3-19-17 and the City of Huntington Ordinance 24-C-25 establishing the Riverfront District Development Project and District, the undersigned hereby makes the following written commitment concerning the use and development of the above-referenced property located within the Riverfront District of the City of Huntington, Indiana:

- i. All information provided by the applicant/property owner on the Application for the Huntington Riverfront District Permit is true and accurate.
- ii. The business activities and operations to be conducted on the premises described in the Application will not change in any material respect prior to receiving written approval from the Board of Public Works and Safety authorizing such change.
- iii. I understand that failure to receive approval for change in business activities and operations may result in the Board of Public Works and Safety recommending revocation of the Riverfront District Permit.

The undersigned has executed this Written Commitment on the date set forth below.

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(Applicant's Signature)

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(Date)



**Appendix – Please provide your responses below:**