

Annual Sidewalk Café Permit GUIDELINES & CHECKLIST



who to contact	Planning & Community Development Department	ph 407-599-3348 ■ fax 407-599-3499 401 S. Park Ave. ■ Winter Park, FL 32789
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PLEASE READ ALL INSTRUCTIONS CAREFULLY

We have designed the application to make your café seating renewal as simple and clear as possible. The form can be filled out by hand or via a computer. [Applicant must have the latest version of Adobe Acrobat to complete the application electronically.]

For questions, please call the Planning & Community Development Department at **407-599-3290**.

APPLICATION CHECKLIST

The following documents must be submitted annually with this application.

Incorrect or missing information can delay or deny your application.

- Copy of valid City Business Certificate
- Copy of valid State Business License
- Copy of Commercial General Liability Insurance (see Application Instructions, Question 20)
- Copy of City Alcoholic Beverage License (if applicable)
- Copy of State Alcoholic Beverage License (if applicable)
- Copy of State Alcoholic Beverage Extension Approval (if applicable) (see Application Instructions, Question 23)
- Copy of Alcoholic-License Liability Insurance (if applicable)
- Hold Harmless Agreement
- Letter(s) of Approval from adjacent businesses
(giving permission to place additional cafe seating tables and chairs in front of their business)
- Diagram of café seating layout to scale (showing 5 ft. clearance, etc. – see Application Instructions, Question 24)
- Photographs of the proposed sidewalk café furniture

FEES

ANNUAL BASE APPLICATION FEE \$50

Non-refundable processing fee

PLEASE NOTE

Permit expires **September 30** of EACH YEAR.

CAFÉ SEAT FEES* (in addition to application fee)

1 up to 4 seats	\$ 80
5 up to 8 seats	\$100
9 up to 12 seats.....	\$120
13 up to 16 seats.....	\$140
17 or more seats	\$160

***CAFE SEAT FEES are due upon approval.**

PLEASE NOTE

Fees are based on APPROVED seats.

Additional impact fees may be required when adding seats to your business seating capacity that were NOT submitted for approval.

APPLICATION INSTRUCTIONS

SECTION A & B ■ BUSINESS INFORMATION

Applicant must complete all questions in this section. These sections should contain the business information and business owner contact information. Any incorrect or missing information can delay or deny your application.

SECTION C ■ PROPERTY OWNER INFORMATION

Applicant must complete all questions in this section. Any incorrect or missing information can delay or deny your application.

SECTION D ■ SEATING INFORMATION

Applicant must complete all questions in this section. Any incorrect or missing information can delay or deny your application.

- Question 13** Enter the total number of existing interior and exterior seats.
- Question 15** Enter the number of the additional proposed outdoor café seats.
- Question 16** Select whether the proposed number of additional seats will be deducted from the current approved number of business seats.
- Question 19** Enter the size of the proposed curb side tables. Be aware that tables must be two-seater tables no larger than 28 inches wide with an orientation parallel to the sidewalk so no chairs will be placed in the pedestrian walkway or backing up to the parked vehicles required by Chapter 90, Section 90-160 d(3).
- Question 20** Applicant must have current commercial general liability insurance in the amount of \$1 million and must name the city as an additional insured required by Chapter 90, Section 90-161 b(1).
- Question 21** Enter your State Alcoholic Beverage License number. Be sure to provide a copy of your license with your application. (if applicable)
- Question 22** Enter your City Alcoholic Beverage License number. Be sure to provide a copy of your license with with your application. (if applicable)
- Question 23** Applicant must have current alcoholic-license liability insurance in the amount of \$1 million and must name the city as an additional insured required by Chapter 90, Section 90-161 b(2). (if applicable)
- Question 24** Applicant must attach a drawing (to scale) showing the layout and dimensions of the existing sidewalk area and adjacent private property, proposed location, size and number of tables, chairs, steps, planters, umbrellas, location of doorways, location of trees, bus shelters, sidewalk benches, trash receptacles, fire hydrants, signs, news racks and any other sidewalk obstruction either existing or proposed within the pedestrian area required by Chapter 90, Section 90-158 a(6).
- Question 25** Applicant must submit photographs, drawings or manufacturers' brochures fully describing the appearance of all proposed tables, chairs, umbrellas or other objects related to the sidewalk café required by Chapter 90, Section 90-158 a(7).
- Question 26** Businesses cannot place sidewalk seats adjacent to other businesses without consent of the adjacent business owner. Applicant must provide an affidavit from the adjacent property owner(s) consenting to the operation of the sidewalk café at that location. The affidavit must include the owner's telephone number, mailing address and the property appraiser identification number.

PLEASE NOTE

Permit expires September 30 of EACH YEAR.

Annual Sidewalk Café Permit APPLICATION



**who to
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Planning & Community
Development Department

ph 407-599-3348 ■ fax 407-599-3499
401 S. Park Ave. ■ Winter Park, FL 32789

Thank you for applying for a City of Winter Park Sidewalk Café Permit. The applicant may not add seating capacity to their business until a permit has been issued. Applicants must review the **Sidewalk Cafe Permit Guidelines and Checklist**. Incomplete applications will not be accepted and/or will be returned.

For questions or comments, please contact the Planning & Community Development Department at **407-599-3290**.

THIS APPLICATION IS FOR

New Renewal Seating Increase [café seats only]

PLEASE NOTE

Permit expires **September 30** of **EACH YEAR**.

A. BUSINESS INFORMATION

1. Name of Business (DBA) _____

2. Business Site Address _____
STREET CITY STATE ZIP CODE

3. Business Email Address _____

4. Business Phone _____ 5. Business FAX _____

B. BUSINESS CONTACT INFORMATION

6. Contact Name _____

7. Contact Phone _____ 8. Email _____

C. PROPERTY OWNER INFORMATION

9. Owner Name _____

10. Owner Address _____
STREET CITY STATE ZIP CODE

11. Owner Phone _____ 12. Email _____

D. SEATING INFORMATION

13. Total no. of approved/existing interior seats _____

14. Total no. of approved/existing cafe seats _____

15. Total no. of proposed additional outdoor seats _____

16. Will interior seats be removed to increase cafe seating? Yes No

PLEASE NOTE: If the answer is no, then you are requesting an increase that exceeds your current approved total on-site seating capacity. **An Increase in Seating Form must be submitted and additional water impact fees paid in full prior to use of all increased seating.**

17. Are you adding additional table top furniture? Yes No
18. Total no. of proposed additional outdoor tabletops _____
19. Size of proposed outdoor tabletop furniture _____
20. I have attached a copy of my Commercial General Liability Insurance in the amount of \$1 million dollars, naming the city as an additional insured party. Yes No
21. State Alcoholic Beverage License No. _____ Expiration date _____
22. City Alcoholic Beverage License No. _____ Expiration date _____
23. I have attached a copy of my Alcohol-License Liability Insurance in the amount of \$1 million dollars, naming the city as an additional insured party. Yes No
24. I have attached a diagram/cafe seating layout which depicts a five-foot pedestrian clearance which will be maintained at all times. Yes No
25. I have attached photographs of the proposed outdoor seating cafe furniture the business will be using. Yes No
26. Are the additional cafe seating tables going to be placed in front of adjacent businesses? Yes No
- PLEASE NOTE:** Letters of approval from each adjacent business must also be attached.

I hereby certify that the foregoing statements are true and correct to the best of my knowledge. I acknowledge receipt of the instructions sheets issued by the City of Winter Park regarding this application. I acknowledge that this business is governed by the City of Winter Park Code and I am responsible for becoming familiar with the code and abiding by its requirements. I further understand that the submittal and approval of this form will require a new business certificate and payment of additional fees, including utility, business certificate, and sidewalk cafe permit fees.

Applicant signature Print name Date

CITY USE ONLY

Date Received _____ Sidewalk Café Liscense # _____

FIRE-RESCUE

Date Received _____ Approved? Yes No Sign-off _____

PLANNING & COMMUNITY DEVELOPMENT

Date Received _____ Approved? Yes No Sign-off _____

SAFETY & CODE COMPLIANCE

Date Received _____ Approved? Yes No Sign-off _____

WATER & WASTEWATER UTILITIES

Date Received _____ Approved? Yes No Sign-off _____

FINAL DETERMINATION Approved Disapproved Total no. of approved cafe seats _____

Annual Sidewalk Café Permit HOLD HARMLESS AGREEMENT



**who to
contact**

Planning & Community
Development Department

ph 407-599-3348 ■ fax 407-599-3499
401 S. Park Ave. ■ Winter Park, FL 32789

PLEASE NOTE: Agreement expires September 30 of EACH YEAR.

1. Name of Business (DBA) _____

2. Business Site Address _____
STREET

_____ CITY STATE ZIP CODE

I, _____, agree to protect, indemnify, defend, save and hold harmless the City of Winter Park its officers and employees from any and all claims, liability, lawsuits, damages and causes of action which may arise out of the permit or the permittee's activity on the permitted premises in accordance with Chapter 90, Section 90-161 (a) of the City Of Winter Park Code of Ordinance.

Applicant signature

Title

Print name

Date

NOTARY USE ONLY

SUBSCRIBE AND SWORN BEFORE ME THIS _____ DAY OF _____, 20

Notary Public Signature _____

NOTARY SEAL

Print Name _____

My Commission Expires _____

Personally known or ID presented _____