WP Sidewalk Sale Permit
APPLICATION & CHECKLIST

Merchants located within downtown Winter Park that would like to extend their services outdoors Friday, January 16, 2026, through Sunday, January 18, 2026, must fill out this application.

Applications MUST be submitted by Wednesday, January 7, 2026.

Applications must be submitted to mrcp@cityofwinterpark.org .

EFFECTIVE DATES OF PERMIT

Beginning Friday, **January 16, 2026**, at 9 a.m. and ending **Sunday, January 18, 2026**, at 6 p.m.

RESTRICTIONS

This application does not permit any business to cook or utilize any cooking equipment outdoors, nor does it allow any food trucks to be permitted outside of businesses that are not already permitted and licensed with The City of Winter Park.

It is the responsibility of the individual businesses to maintain appropriate health and safety standards for their customers.

APPLICATION TYPE

Temporary Outdoor Retail Sales Within City of Winter Park Right-of-Way (on city-owned property)

APPLICATION CHECKLIST

The following documents must be submitted with this application. Incorrect or missing information can delay, or deny your application. The applicant may not add seating capacity to their business until this permit has been approve and issued. For questions, please send us an email at **mrcp@cityofwinterpark.org**

☐ **Diagram of proposed retail sales layout**. The diagram must also depict any sidewalks, steps, planters, umbrellas, location of doorways, location of trees, bus shelters, emergency vehicle lanes, sidewalk benches, trash receptacles, fire hydrants, signs, news racks and any other obstruction either existing or proposed.

☐ **Have you attached a drawing (to scale)** that clearly states the total number of racks or tables, as well as the distances between each and items to be sold?

BUSINESS INFORMATION

Name of Business (DBA) _____

Business Site Address _____
                          STREET   CITY   STATE   ZIP CODE

Business Email Address _____

BUSINESS OWNER/MANAGER INFORMATION

Business Owner/Manager Name _____

Business Owner Phone & Email Address _____

PROPERTY OWNER INFORMATION (if different than applicant)

Owner Name _____

Owner Address _____
                STREET   CITY   STATE   ZIP CODE

Owner Phone & Email Address _____

REQUESTED INFORMATION

Total no. of proposed outdoor tables _____

Total no. of proposed outdoor racks _____

By signing below, 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 understand that I must receive approval of this form before placing any additional tables, seats, or racks outside of my business. I also understand that The City of Winter Park may require me to modify my layout, including during the event.

_____   _____   _____
Applicant signature   Print name   Date