

# 2024 WPSAF Road Closure Permit APPLICATION & CHECKLIST



Merchants located within downtown Winter Park that would like to extend their services outdoors Friday, March 15 through Sunday, March 17 must fill out this application. Applications MUST be submitted by Wednesday, March 13.

Applications must be submitted to [mrpc@cityofwinterpark.org](mailto:mrpc@cityofwinterpark.org)

## EFFECTIVE DATES OF PERMIT

Beginning Friday, March 15 at 9am and ending Sunday, March 17 at 6pm.

During the dates and times above, the following streets will be closed and businesses are allowed to utilize an extra 10 feet from the curb within these streets for additional seats, tables, or racks.

- Park Avenue (south of Canton Avenue to Lyman Avenue)
- Morse Boulevard (Knowles Avenue to New York Avenue)

## 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.

Restaurants must end seating of patrons in the road closure area three hours ahead of permit expiration (3pm).

## APPLICATION TYPE

Please select the application type you are applying for below.

- Temporary Outdoor Seating Within City of Winter Park Right of Way (on city-owned property)
- 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 approved and issued. For questions, please send us an email at [mrpc@cityofwinterpark.org](mailto:mrpc@cityofwinterpark.org)

- Diagram of proposed seating or 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.
  - For restaurant applications, you must attach a drawing (to scale) that clearly states the total number of tables and chairs and shows the layout and dimensions of the tables and chairs proposed (including previously permitted café seating chairs and tables), as well as the distances between the tables. This must also include any setup in front of a neighboring business.
  - For retail applications, you must attach 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.
- Letter(s) of Approval from adjacent businesses (if you are placing additional seating/tables/racks in front of their business)
- Letter of Approval from property owner (if you are placing seating/tables/racks on private property not owned by the applicant)

# ROAD CLOSURE PERMIT APPLICATION:

## 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

	On the Sidewalk	Within the Street
Total no. of proposed outdoor tables	_____	_____
Total no. of proposed outdoor seats	_____	_____
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