**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**.

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**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 café 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

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**FEES**

**ANNUAL BASE APPLICATION FEE**  
$50  
Non-refundable processing fee

**CAFÉ SEAT FEES**  
(in addition to application fee)

<table>
<thead>
<tr>
<th>Seats</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 up to 4</td>
<td>$80</td>
</tr>
<tr>
<td>5 up to 8</td>
<td>$100</td>
</tr>
<tr>
<td>9 up to 12</td>
<td>$120</td>
</tr>
<tr>
<td>13 up to 16</td>
<td>$140</td>
</tr>
<tr>
<td>17 or more</td>
<td>$160</td>
</tr>
</tbody>
</table>

*CAFE SEAT FEES are due upon approval.

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**PLEASE NOTE**

Permit expires September 30 of EACH YEAR.

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**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 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

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 Café 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]

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 café seats __________________________

15. Total no. of proposed additional outdoor seats __________________________

16. Will interior seats be removed to increase café 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 Licence # _______________

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 _______________
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

PLEASE NOTE: Agreement expires September 30 of EACH YEAR.