

December Road Closure Permit APPLICATION & CHECKLIST



Merchants located within downtown Winter Park or Hannibal Square that would like to extend their services outdoors Friday, December 4th through Sunday, December 6th, must fill out this application. Applications MUST be submitted by Wednesday, December 2nd.

Applications must be submitted to mrCP@cityofwinterpark.org

Note that retail establishments are permitted to place one table or one rack outdoors without submitting an application. If your retail establishment would like more than one table or rack, you must fill out this application.

EFFECTIVE DATES OF PERMIT

Beginning Friday, December 4th at 2:00 pm and ending Sunday, December 6th at 7:00 pm.

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 Fairbanks Avenue)
- Morse Boulevard (between Knowles Avenue and New York Avenue)
- Lincoln and East Welbourne Avenue (between Center Street to South Park Avenue)

*New England Avenue (between Pennsylvania and Virginia avenues) will be closed only between 4:00pm to 12:00am on Friday December 4th and Saturday December 5th.

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 the social distancing with their customers.

Restaurants must end seating of patrons in the road closure area at 5:00pm on December 6th.

Merchants must remove tables and chair from the public right-of-way the evening of December 4th to allow for the Christmas Parade the morning of Saturday December 5th. Seating may be returned to their approved locations after the parade has ended.

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 mrCP@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 (patrons when seated must be at least six feet apart and therefore, tables must be placed at least eight feet apart).
 - 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 (must be at least six feet apart from each other).
- 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