SIDEWALK CAFÉ INSTRUCTIONS

******A PEDESTRIAN PATHWAY (ADA ACCESS) ON THE SIDEWALK MUST BE MAINTAINED AT ALL TIMES******

Step 1.

Set a meeting with the Town's Building Department to apply and obtain the necessary site plan:

The Town's Code of Ordinances*, Ord, No. 1587, § 2, 5-8-12, section 18-89, requires as a prerequisite to filing for a Sidewalk Café Permit, "a site plan drafted by the town building official or designee that shall accurately depict the layout and dimensions of the existing sidewalk area and adjacent private property; proposed location, size and number of tables, chairs, umbrellas, and any other sidewalk café furniture; and locations of doorways, steps, trees and/or landscaped areas, fountains, parking meters, fire hydrants, bus shelters, directory/kiosks, public benches, trash receptacles, and any other existing public fixtures, furnishings and/or other construction(s), within the proposed sidewalk café area."

Note: Any changes to the site plan will require the filing of a new site plan and there will be an additional associated fee.

*You can access the Ordinance at the following website:
http://library.municode.com/index.aspx?clientID=10940&stateID=9&statename=Florida

or you can request a copy from one of the Town's Customer Service Representative.

Step 2.

The following are required to be on file with the Town or must be submitted with this application:

- ☐ Copy of last Certificate of Use and Local Business Tax Receipt
- ☐ Copies of current Certificates of Insurance (in the amounts and categories required by Section 18-93 of the Code of Ordinances)
- ☐ A notarized letter from the property owner authorizing a sidewalk café
- ☐ Photographs, drawings or manufacturer's brochures fully describing the appearance and dimensions of all proposed tables, chairs, umbrellas, and any other sidewalk café furniture related to the operation of the sidewalk café – outside furniture is only permitted during hours of operation
- ☐ Town issued Sidewalk Café Site Plan (produced after receipt of application)

SIDEWALK CAFÉ APPLICATION

LICENCE YEAR OCTOBER 1, _____ to SEPTEMBER 30, _____

Applicant Name: _____ Position: _____

Applicant Address: _____

Applicant Phone Number: _____ Applicant e-mail Address: _____

Name of Business: _____ D/B/A: _____

Business Address: _____Suite: _____ Surfside, FL 33154

Business Phone Number: _____ Other Number: _____

Business E-Mail Address: _____

Business Owner Name: _____

Business Owner Address: _____City: _____ State: ____ Zip: _____

# of tables requested on sidewalk (R-O-W): _____ # of chairs requested on sidewalk (R-O-W): _____

FOR OFFICE USE ONLY

Applicant has met the Public Works Department requirements.	Yes	No
Applicant has no outstanding fines, monies, fees, taxes (including Resort tax) and meet the Certificate of Insurance requirement or other charges.	Yes	No
Applicant has met the Planning Department requirements.	Yes	No
Applicant has no open Code violations and lien(s) on the property.	Yes	No
Applicant has no open Building permit(s).	Yes	No

Comments:

_____

_____

Building Official Signature: _____ Date: _____

Approved to Issue _____