



COMMUNITY SUSTAINABILITY DEPARTMENT BUSINESS TAX RECEIPTS DIVISION

1900 2nd Ave North · Lake Worth, Florida 33460 · Phone: 561-586-1647

Sidewalk Café Permit Instructions

PURPOSE

The City of Lake Worth Florida has established permit application and maintenance procedures for businesses desiring the addition of a Sidewalk Café (City Ordinance 2013-43).

APPLICABILITY

This applies to every restaurant owner applying for or maintaining a sidewalk café in the City of Lake Worth, FL.

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INSTRUCTIONS

These applications require mutual approval from the property and business owner and require the business to comply with all applicable Federal, State, and Local laws and/or regulations. Specifically the Americans with Disabilities Act (ADA) and the City's lease agreement with the Florida Department of Transportation (FDOT).

In cases where sidewalk space is limited, the City may not approve a Sidewalk Café permit or restrict sidewalk furniture to areas that do not violate ADA and FDOT requirements. Each permit application shall be accompanied with an accurate map of all sidewalk furnishings with distance measurements from the curb indicating where (all) furniture items will be positioned for the duration of the permit. Furniture relocation permits must be submitted in writing and reapproved by the city. Once approved, citations may be issued if cafés have been found in violation of café regulations.

In all cases, appropriate coverage and proof of insurance in the form of a Certificate of Insurance (COI) with proper endorsements must be submitted initially and annually thereafter for the duration of the permit.

POINT OF CONTACTS

Business Tax Receipts Division is responsible for providing public access to and storing application instructions and completed permits.

Public Services Department is responsible for all Sidewalk Café Permits, their content, completion, and accuracy.

Community Code Division is responsible for occasional audit of all sidewalk cafés and assessment of fines for violations.

Risk Management shall be provided two separate Certificates of Insurance (COI) annually. One indemnifying the City of Lake Worth and another separate COI indemnifying FDOT. Mail both to HR/Risk Management in City Hall at the address below.

City of Lake Worth
Attn: HR/Risk Management
7 N. Dixie Hwy
Lake Worth, FL 33460

Florida Department of Transportation
Attn: R/W Property Management
3400 West Commercial Blvd.
Ft Lauderdale, FL 33309



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**Acknowledgment of Rules and Regulations for
Sidewalk Cafes and Maintenance Plan**

I, _____ acknowledge that I have thoroughly read and understand the rules and regulations contained in Ordinance 2013-43 which I received a copy of with my application for a Sidewalk Café permit. I further understand that failure to follow and obey said regulations will result in revocation of my permit to operate a sidewalk café.

I propose the following maintenance plan and schedule:

STATE OF FLORIDA)
COUNTY OF PALM BEACH)

Applicant Signature

BEFORE ME, personally came and appeared _____,
Who is personally known to me or produced identification in the form of a _____ and who executed the forgoing instrument, and acknowledged before me that he executed said instrument for the purposes therein expressed.

Witness my hand and official seal this _____ day of _____ 20_____.

Notary Public

Printed Name



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Indemnification

In consideration of the issuance of a sidewalk café permit located at

under Business Tax Receipt number _____

I agree to indemnify, defend and hold harmless the City of Lake Worth and the Florida Department of transportation (FDOT), it's officers, agents and employees from and against any and all liabilities, damages, claims, costs or expense whatsoever including reasonable attorney's fees and court costs at trial and all appellate levels arising from or connected in any way with the use of the sidewalk, this agreement or any activity carried on under the terms of the Sidewalk Café permit granted to me.

Applicant Signature

(STATE OF FLORIDA)
COUNTY OF PALM BEACH)

BEFORE ME, personally came and appeared _____,
Who is personally known to me or produced identification in the form of a
_____ and who executed the forgoing instrument, and acknowledged
before me that he executed said instrument for the purposes therein expressed.

Witness my hand and official seal this _____ day of
_____ 20_____.

Notary Public

Printed Name



**CITY OF LAKE WORTH
SIDEWALK CAFÉ PERMIT APPLICATION**

**CITY OF LAKE WORTH
PUBLIC SERVICES DEPARTMENT
1749 3rd AVE SOUTH
LAKE WORTH, FLORIDA 33460
(561) 586-1720 PHONE**

\$25.00 ADMIN. FEE \$25.00 P&Z CONFIRMATION FEE APPLICATION FEE PERMIT NO. _____

INSTRUCTONS: Please complete and return this application and application fee as per **City Ordinance 2013-43** and submit for intake to the Department for Community Sustainability- Building Division at 1900 2nd Avenue N. Lake Worth, FL 33461. All information fields must be completed and all application and administrative fees paid before this application can be processed. Requests are not accepted until the application has been reviewed for completeness and all application criteria have been met.. **ALL ADMINISTRATIVE, PLANNING AND ZONING CONFIRMATION AND APPLICATION FEES MUST BE PAID AT TIME APPLICATION IS SUBMITTED AND ARE NON-REFUNDABLE. PAYMENT OF THE ADMINISTRATIVE FEE, P&Z CONFIRMATION FEE, AND APPLICATION FEE DOES NOT GUARANTEE APPROVAL. ONCE THE PERMIT IS APPROVED BY ALL DEPARTMENTS, THE PERMIT FEES MUST BE PAID IN ORDER FOR THE PERMIT TO BE ISSUED.**

APPLICATION PROCESS

(PLEASE READ CAREFULLY)

In order to obtain a Sidewalk Café Permit, this application must be completed, signed and the required documents must be submitted to the Building Division of the Community Sustainability Department (1900 2nd Ave. North).

<input type="checkbox"/>	<p>1) A copy of a valid City of Lake Worth business tax receipt for the business entity requesting the sidewalk café permit to operate the bar/restaurant that is adjacent to the proposed Sidewalk Café. [MANDATORY]</p>
<input type="checkbox"/>	<p>2) A copy of a valid City of Lake Worth Use and Occupancy Certificate for the building where the business requesting the sidewalk café permit will be located. [MANDATORY]</p>
<input type="checkbox"/>	<p>3) A copy of a survey of the property where the subject sidewalk café will be located that is no older than two (2) years, or if older than two(2) years the accuracy of the survey must be confirmed. [MANDATORY]</p>
<input type="checkbox"/>	<p>4) A copy of your valid Certificate of Insurance (naming the City of Lake Worth and the Florida Department of transportation as additional insureds) with the following coverage, limits, and requirements: [MANDATORY]</p> <p style="padding-left: 40px;">Applicant shall furnish and maintain public liability, food products liability, liquor liability, and property damage insurance for all claims and damage to property or bodily injury, including death, which may arise from operations under the business tax receipt or in connection therewith. Such insurance shall provide coverage of not less than one million dollars (\$1,000,000.00) for bodily injury or death to any one (1) person or any number of persons in any one (1) occurrence and property damage, respectively, per occurrence, or a combined coverage of not less than two million dollars (\$2,000,000.00).</p>

<input type="checkbox"/>	5) Copy of liquor license including extension to serve alcohol on a sidewalk. If the establishment does not serve alcoholic beverages for consumption, this requirement is waived. [MANDATORY]
<input type="checkbox"/>	6) Photographs, drawings, or manufacturers' brochures, fully describing the appearance, and physical features of all sidewalk cafe components or other objects relating to the sidewalk café. [MANDATORY]
<input type="checkbox"/>	7) A seating plan (minimum scale of one-fourth inch equals one foot ($\frac{1}{4}''=1'$) showing the layout, arrangement, aisle widths, access to adjacent buildings and overall dimensions of the existing or proposed sidewalk cafe area and adjacent private property including the structures located thereon, proposed location, size and number of all sidewalk café components and any other appurtenances to be located within the boundaries of the sidewalk cafe. The seating plan must depict the method used to demarcate the proposed sidewalk cafe area. [MANDATORY]
<input type="checkbox"/>	8) Photographs, drawings or manufacturers' brochure fully describing the appearance of all proposed tables, chairs, umbrellas, menu boards or specials boards, or other objects relating to the Sidewalk Café. [MANDATORY]
<input type="checkbox"/>	9) If you are not the owner of the real property where the applicant business is located, a notarized or written statement or affidavit from the owners of the properties in front of which the proposed Sidewalk Café will be located consenting to the operation of the Sidewalk Café at the proposed location. *[CONDITIONAL]
<input type="checkbox"/>	10) A plan for the maintenance and clearing of the sidewalk cafe area after closing. The plan must include receptacles for cigarette disposal. [MANDATORY]
<input type="checkbox"/>	11) Any permits or approvals required from any other governmental agency necessary to operate a sidewalk café. [MANDATORY]
<input type="checkbox"/>	12) Proof of notification to adjacent business owners of the applicant's intent to establish outdoor cafe seating. [MANDATORY]

ONE (1) COPY OF THE APPROVED PLANS MUST BE STORED ON-SITE AND MADE AVAILABLE TO CITY UPON REQUEST. THE APPLICATION IS NOT APPROVED UNTIL THE **PUBLIC SERVICES DEPARTMENT** ISSUES THE SIDEWALK CAFÉ PERMIT. ALL OUTSTANDING AMOUNTS DUE TO THE CITY MUST BE PAID PRIOR TO ISSUANCE OF THE PERMIT. **PLEASE DO NOT BEGIN OPERATION OF A SIDEWALK CAFÉ UNTIL A PERMIT HAS BEEN ISSUED OR IT WILL BE DEEMED A VIOLATION OF THE CITY CODE.**

1. GENERAL INFORMATION

Business Name :	
Applicant's Name /Title (if applicable):	
Business Address:	
Applicant Telephone No(s):	Applicant E Mail:
Are you the owner of the real property on which the Applicant Business is located? <input type="checkbox"/> Yes <input type="checkbox"/> No	
*Property Owner's Name for property on which the Sidewalk Café will be located (if different from the Applicant)	
Have you obtained the written consent of the Property Owner <input type="checkbox"/> Yes <input type="checkbox"/> No	

Application is hereby made for the Sidewalk Café permit described hereon. The undersigned has reviewed this application and all information contained herein is true and correct. I understand that this is an application only and submission thereof does not authorize me to begin operation of the Sidewalk Café. I may begin operation only after a permit has been issued. I acknowledge that the administrative and application fees are non-refundable. I understand that the application, attachments and fees become part of the Official Records of the Public Services Department and are not returnable. I also acknowledge that the payment of the administrative/application fees do not guarantee approval. Any questions regarding this process shall be directed to the Public Services Department. I have read "City Code Chapter 19, Article IV, Sidewalk Cafes" and understand the regulations pertaining to sidewalk cafes.

Applicant's Signature _____ Date _____

Applicant's Printed Name _____

OFFICE USE ONLY

<u>FEE</u>	<u>FEE AMOUNT</u>	<u>AMOUNT ASSESSED FOR APPLICATION</u>
APPLICATION REVIEW FEE	\$150.00	\$150.00
ADMINISTRATIVE FEE	\$25.00	\$25.00
PLANNING AND ZONING CONFIRMATION FEE	\$25.00	\$25.00

TOTAL FEES FOR THIS APPLICATION \$ _____

PERMIT ISSUANCE FEE (AFTER APPLICATION APPROVAL)	\$4.00/S.F. X TOTAL S.F.	\$ _____
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TOTAL FEES FOR PERMIT ISSUANCE \$ _____

Total Square Feet _____

Alcohol License _____

DATE OF INTAKE	
APPLICATION COMPLETE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
OUTSTANDING CITY FEES AND TAXES PAID?	<input type="checkbox"/> Yes <input type="checkbox"/> No
CITY LICENSES CURRENT?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>REVIEW</u>	<u>APPROVED</u>
PUBLIC SERVICES	<input type="checkbox"/> Yes <input type="checkbox"/> No
PLANNING/ZONING	<input type="checkbox"/> Yes <input type="checkbox"/> No
FIRE	<input type="checkbox"/> Yes <input type="checkbox"/> No
POLICE	<input type="checkbox"/> Yes <input type="checkbox"/> No
RISK MGMT.	<input type="checkbox"/> Yes <input type="checkbox"/> No
OTHER DEPARTMENTS:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
Business Tax issued for Sidewalk Café <input type="checkbox"/> Yes <input type="checkbox"/> No	
Certificate of Use <input type="checkbox"/> Yes <input type="checkbox"/> No	
DATE OF FINAL APPROVED BY PUBLIC SERVICES DEPARTMENT:	
APPROVING EMPLOYEE:	



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Sidewalk Café Map

This page shall contain a professionally created map of the proposed sidewalk café including all tables, chairs, furniture, planters, and other items to be maintained as part of the sidewalk café. Submit attachments to this page if necessary.