

Sidewalk Café Permit Application Checklist

The following documents are required with submittal of a sidewalk café permit application:

- Sketch of the sidewalk area to be used, providing dimensions, and including the following:
 - Location of the curb line of the adjoining street and a label providing the street name.
 - Depiction of all items to be located in the sidewalk area (planters, chairs, tables, etc).
 - Depiction of a minimum five-foot wide clear, straight, and visually unobstructed pedestrian path.
 - Where a sidewalk café is adjacent to a lane of traffic with no on-street parking and located on an arterial street, a minimum six-foot wide clear, straight, and visually unobstructed pedestrian path must be maintained on the sidewalk at all times.
 - All tables, chairs, and fixtures, must be arranged so as to avoid any possible intrusion into the clear pedestrian path. Umbrellas and awnings may not intrude into the clear pedestrian path, unless they have a vertical height clearance of at least seven feet. Provide height of umbrellas, if proposed.

- Certificate of Insurance (COI)
 - For a sidewalk café located in a city right-of-way, the licensee shall maintain general liability insurance in an amount not less than \$500,000.00 combined single limit for bodily injury and property damage. **The city shall be named as an additional insured.** Policies shall be issued by companies authorized to do business in the State of Florida and shall be rated at least A- and have a size category rating of VI or higher as per Best's Key Rating Guide, latest edition.
 - For a sidewalk café located in a state right-of-way, the licensee shall maintain general liability insurance in an amount not less than \$1,000,000.00 for bodily injury or death to any one person or any number of persons in any one occurrence and not less than \$1,000,000.00 for property damage, or a combined coverage of not less than \$2,000,000.00. **The State of Florida and the city shall be named as additional insured.** Policies shall be issued by companies authorized to do business in the State of Florida and shall be rated at least A- and have a size category rating of VI or higher as per Best's Key Rating Guide, latest edition.

Post approval requirements – The applicant will be required to enter into a license agreement with the City to release and indemnify and hold the City harmless for any personal injury or property damage resulting from the existence or operation of the sidewalk cafe and the condition and maintenance of the right-of-way upon which it is located, including utilities located within the right-of-way.