



SIDEWALK AND STREETCAFÉ APPLICATION FORM

City of New Port Richey
Development Department
City Hall, 5919 Main Street, 1st Floor
New Port Richey, FL 34652
Phone (727) 853-1050 * Fax (727) 853-1052

CASE # SCA _____
DRC Date: _____
Date Received: _____

- Submit one (1) hard copy and one (1) digital copy
- Submit \$50 application fee

Section 7.11.14 through 7.11.20 of the Land Development Code (available on municode.com), regulates the operation of a sidewalk and street café on City right-of-way, adjacent to a restaurant use. Complete applications will be scheduled for review by the Development Review Committee.

Property Owner and Representative Information:

Applicant:	Phone:
Applicant's Mailing Address:	
Applicant's Email Address:	
Property Owner:	Property Owner Phone:
Property Owner Mailing Address:	
Property Owner Email Address:	
Primary contact: <i>(This is to whom the City will send all communication regarding this application)</i>	

Cafe Information:

Business name:	Registered fictitious name:	
Site address:	Site parcel ID:	
Dimensions of cafe area:	Area of cafe area (square feet)	
Number of interior seats:*	Number of employees:*	Number of proposed exterior seats:*
Hours of operation:		

Additional Sidewalk and Street Cafe Information:

Services to be provided:

Explain how sidewalk cafe will be routinely maintained:

Storage location of tables, chairs, umbrellas, heaters, etc during hours when business is closed

Attachments:

- Copies of valid New Port Richey and Pasco County business tax receipts
- Approval of the sidewalk café from Florida Division of Hotels and Restaurants and other agencies, if applicable
- Certificate of Liability insurance naming the City as an additional insured (\$1,000,000 combined single limit per each occurrence);
- Satisfactory written evidence of the applicant's liquor license, if applicable.
- Image of type of proposed fencing (a separate fence permit will be required)
- Image of proposed tables/chairs/umbrellas, planters, awnings & other improvements with dimensions & height

Site Plan:

- One digital copy of a detailed site plan (drawn to scale) for the first submittal, showing property dimensions and including, but not limited to, the following information below. For the final submittal, three hard copies not to exceed 11 inches x 17 inches.
 - Relationship of the sidewalk or street cafe to the adjacent existing or proposed building and their uses and entrance location
 - The location of any above ground utilities that might affect or be affected by the proposal
 - The relationship of the street cafe to the centerline of the adjacent street, if applicable, and to any existing or proposed public improvements including, but not limited to, benches, fire hydrants, light standards and landscaping
 - The total square footage, approximate dimensions and seating layout of the proposed sidewalk or street cafe
 - The location of all planned improvements and amenities, including, but not limited to, chairs, tables, fencing, awnings, umbrellas, planters and heaters;
 - Minimum four-foot wide pedestrian access, with special attention to abutting intersections & handicap ramps (avoiding impacts with crosswalks). *Distance is measured from the portion of the cafe boundary nearest the curb or obstruction;*
 - Minimum four-foot distance to large obstructions (including bus stops, newsstands, planters or other above-ground 15 square foot object);
 - Total square footage, dimensions and seating layout of proposed sidewalk café;
 - Demonstrate adequate pedestrian flow; pedestrian and traffic safety.
 - Location and type of lighting

*** If approved, a legal description of the licensed sidewalk shall be provided at permittee's expense.**

Attendance at meetings:

The applicant or applicant's representative needs to attend all Development Review Committee meetings & other meetings, as applicable.

Authorization to visit the property:

Site visits to the property by City representatives are essential to process this application. The Owner/Applicant, as notarized below, hereby authorizes the City representatives to visit, photograph and post a notice on the property described in this application.

Authorization for owner's representative:

I _____, the **owner**, hereby **authorize** _____ **to act as my representative(s)** in all matters pertaining to the processing and approval of this application, including modifying the project. I agree to be bound by all representations and agreements made by the designated representative.

Signature of Current Property Owner(s): _____

Date: _____

Subscribed and sworn to before me this _____ day of _____, 20_____

who is personally known to me and/or produced _____ as identification.

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public _____

My Commission Expires: _____

Applicant's affidavit:

I _____, the **owner or authorized representative**, have read and understand the contents of this application. The information contained in this application, attached exhibits and other information submitted is complete and in all aspects true and correct, to the best of my knowledge.

Signature of Owner or Authorized Representative: _____

Date: _____

Subscribed and sworn to before me this _____ day of _____, 20_____

who is personally known to me and/or produced _____ as identification.

STATE OF FLORIDA, COUNTY OF PASCO

Notary Public _____

My Commission Expires: _____