



DEPARTMENT OF SUSTAINABLE DEVELOPMENT

Outdoor Dining Application

PROJECT NAME: _____
PROJECT LOCATION: _____
CURRENT ZONING: _____ EXISTING USE: _____

DESCRIBE IN DETAIL APPLICATION REQUEST

AGENT/CONTACT: _____ PHONE NO. _____ FAX NO. _____
ADDRESS: _____
E-MAIL ADDRESS: _____

NOTE: ATTACH COPY OF AGENT LETTER.

OWNER'S NAME _____ PHONE NO. _____
ADDRESS: _____

ADDITIONAL INVOLVED PARTIES: SEE ATTACHED SHEET

DEVELOPMENT ACTION:

OUTDOOR DINING REQUEST OTHER: _____

FEES:

\$50.00

PLEASE ENSURE THAT ENTIRE APPLICATION IS COMPLETE PRIOR TO SUBMISSION



ADDITIONAL INVOLVED PARTIES:
(include name, address, phone number, fax number & email)

OWNER:

APPLICANT/AGENT:

DEVELOPER:

LANDSCAPE ARCHITECT:

ENGINEER:

PLANNER:

SURVEYOR:

ATTORNEY:

TRAFFIC ENGINEER:

OTHER:



OWNERSHIP CERTIFICATION/AGENT LETTERS

All applicants must provide proof of ownership of the subject property for development or modification at the time of submittal. If an applicant is other than the owner, the applicant must also provide an agent letter authorizing the agent to represent the property owner at the time of submittal. The following is a list of requirements that must be included with proof of ownership/agent letters:

1. Legal description of property.
2. Property tax folio number.
3. Effective date of ownership of property.
4. Copy of Warranty Deed.
5. Description of developer interest, if different than owner.
6. Copy of executed contract of sale and purchase.
7. Owner's name, address, telephone number, fax number, and email.
8. Agent's name, address, telephone number, fax number, and email.
9. Agent's authorization from owner to submit specific action (site plan, plat, etc.)
10. Names, addresses, telephone numbers and fax numbers of all firms involved in the application process including attorneys, engineers, architects, etc.

NOTE: Owner must attest to ownership and his/her notarized signature must be included on ownership certification/agent letters.



GUIDELINES FOR OUTDOOR DINING

1. The applicant is required to schedule a pre-application conference with staff prior to submittal. The purpose of the meeting shall be to advise the applicant of filing requirements, filing fees, the City's review process, and other issues which may affect the application. Please call 954-973-6756 for an appointment.
2. In addition to the attached application, applicant must provide a plan drawn to scale depicting the outdoor dining area and a detailed description and/or product details of table, chairs, and menu board, demonstrating compliance with the regulations of Section 13-380 of the Land Development Code as follows:

Sec. 13-380. Outdoor dining and outdoor cafes.

(Outdoor dining means the portion of a new or existing eating establishment immediately adjacent to an entrance of a restaurant which is located under a continuous, covered sidewalk and is on private property.)

(c) Outdoor dining regulations.

- (1) Outdoor dining may operate provided the restaurant possesses all required state, county and city licenses, and complies with the provisions of this code.*
- (2) Hours of operation shall not be greater than that of the restaurant establishment and may be subject to restrictions as determined by the Development Services Director.*
- (3) Outdoor dining areas shall maintain a clearance of thirty six (36) inches for pedestrian traffic flow adjacent to the outdoor dining area for access to restaurant entrance or other areas of the development and for ADA accessibility.*
- (4) Tables and chairs shall be clean and attractive, in good condition at all times, and kept free of refuse and debris. Tables and chairs shall be made of sturdy material and not made from PVC, fiberglass or similar material. Permanent placement of tables and chairs must comply with Florida Building Code.*
- (5) One (1) freestanding menu board is permitted. Menu board is limited to six (6) square feet in sign area with an aggregate of twelve (12) square feet. Sign shall not exceed five (5) feet in height and shall be placed within the outdoor dining area. Sign may be internally illuminated or contain down lighting. No flashing, strobe or exposed neon permitted or snipe signs.*
- (6) No additional parking is required for outdoor dining areas less than 600 square feet.*
- (7) Service may be provided through a secondary entrance.*

(f) Prohibitions.

- (1) Pass through windows.*
- (2) Live entertainment, except as provided through a promotional activity permit.*

- (3) *Kitchen or food equipment or food preparation outside or within outdoor dining area or outdoor café area.*
- (4) *Trash receptacles, unless approved otherwise.*
- (5) *Audio, visual, and loud speakers, except as provided through a promotional activity permit.*

(g) *Emergencies. Upon issuance of hurricane warning, the business shall immediately place all tables, chairs, umbrellas and menu boards or other items which may become projectiles indoors.*

3. The applicant must provide written approval from the property management company or property owner and proof of all state, county and city licenses.
4. DRC re-submittals are due as determined by staff. DRC comments will be emailed to the applicant approximately two weeks after the application is accepted. The applicant is required to provide written responses to each comment in the format emailed and revise plans accordingly by the re-submittal date.

Note: The Development Review Committee may place additional restrictions on applications for outdoor dining if deemed necessary for public safety and welfare. The Director of Sustainable Development may revoke, suspend, or deny an application if state and county licenses have expired, public health concerns arise, or if applicant has failed to comply with outdoor dining regulations.



SUBMITTAL REQUIREMENTS

The Outdoor Dining Application must include **3 sets** of the submittal. Each set of the submittal must be saved onto a compact disc.

Each disc must be identical and include required application materials in pdf format. Pdf files should be organized in two folders with the titles as described below:

Folder #1: Project Name and Application Type (e.g. *'Creek Café Outdoor Dining'*)

Pdf files located in Folder #1:

- Completed Application
- Involved Parties List
- Ownership Certification Documents
- Agent Letter
- Written Approval from Property Management Company or Property Owner
- Proof of State, County and City Licenses

Folder #2: Project Name and Plans (e.g. *'Creek Café Outdoor Dining Plans'*)

Pdf files located in Folder #2:

- Site Plan (as described on page 4 of application instructions)
- Specifications / Images of proposed Outdoor Dining Furniture
- Sign Details for Menu Board if one is being proposed

Re-submittals: City staff will advise applicant on re-submittal procedures and deadlines as needed.