



SIDEWALK CAFÉ CHECKLIST

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Permit Application: Application for a permit to operate a sidewalk café shall be made at the Development Services Department via [LauderBuild](#). The application shall include, but not be limited to the following information:

- Name and address of the applicant;
- Written consent of the property owner;
- Copy of the current business tax receipt for operating a place of business adjacent to the sidewalk area;
- Copy of the valid certificate of occupancy for the building adjacent to the sidewalk area
- Copy of current liability insurance;
- A drawing (minimum scale of one-fourth (1/4) inch equals one (1) foot) showing the layout and dimensions of the existing sidewalk area and adjacent private property including the structures located thereon, proposed location, size and number of tables, chairs, umbrellas, location of doorways, location of trees, parking meters, bus shelters, sidewalk benches, trash receptacles, landscaping, utility boxes, poles, guidelines and any other sidewalk obstruction either existing or proposed within the sidewalk area;
- Photographs, drawings or manufacturers' brochures fully describing the appearance of all proposed tables, chairs, umbrellas or other objects relating to the sidewalk café;
- Plan(s) for the maintenance and cleaning of: the sidewalk area where the tables and chairs are permitted to be located; the tables and chairs; any trash or food on or about the tables and chairs or sidewalk; and the disposal of any trash or debris generated from the operation of the sidewalk café;
- Any permits or approvals required from any other governmental agency necessary to operate a sidewalk café; and
- Applications shall be accompanied by a non-refundable application fee which shall be credited toward the first year permit fee, should the application be approved.

Standards and Criteria for Application Review:

- Sidewalk cafés shall only be allowed in zoning districts where sidewalk cafés are specified as a permitted or accessory use. ***A sidewalk café can only be permitted as an accessory "Use" with a Restaurant (takeout and/or delivery only restaurants are NOT Allowed as a permitted and/or accessory use).**
- Sidewalk café area shall be required to meet the yard and buffer requirements
- Sidewalk cafés are restricted to the sidewalk area abutting the boundary lines of the property on which the place of business owned by the applicant is located or along the North Fork of the New River in accordance with [SECTION 25-187](#).
- Permits will not be issued where the tables and chairs would be placed within five (5) feet of bus stops, taxi stands, site triangles or other structures.
- No tables or chairs will be permitted within five (5) feet of a pedestrian crosswalk.
- Sidewalk cafés shall be located as follows:
 - a. Where public parking exists between the sidewalk area proposed for use. To include a minimum five-foot wide clear pedestrian path on the sidewalk and maintained at all times.
 - b. Where no public parking exists as described in subparagraph (1), a minimum five-foot wide clear pedestrian path between the edge of the sidewalk closest to the right-of-way for vehicular travel and the sidewalk café shall be maintained at all times.
 - c. In areas of congested pedestrian activity, a wider pedestrian path may be required.
- No objects shall be permitted around the perimeter of a sidewalk area occupied by tables and chairs
- Tables, chairs, umbrellas and any other objects provided as part of the sidewalk café shall be of quality, design, materials and workmanship; both to ensure the safety and convenience of users.

***Please Note: This checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply including, but not limited to ULDR, FBC and [Sec. 25-181.- Sec. 25-190.1](#), requirements.**