



CITY OF SARASOTA  
**DEVELOPMENT APPLICATION**

## General Information

[Please Print or Type]

**APPLICATION [PROJECT] NAME:** \_\_\_\_\_

**PROPERTY ADDRESS[ES]:** \_\_\_\_\_

**PARCEL ID NUMBER[S]:** \_\_\_\_\_

**APPLICATION TYPE:** ☐ New Permit  
☐ Sidewalk Café (Renewals)  
☐ REVISION (Amendment) to a previously approved Sidewalk Café Permit

## MINIMUM SUBMISSION CHECKLIST

The following is to be completed for Sidewalk Café Permits

All items are to be submitted as Word, JPEG, or Adobe PDF documents.

| SUBMISSION REQUIREMENTS FOR APPLICATIONS: |   |
|---|---|
| 1.  | <b>Sidewalk Café –</b> <ul style="list-style-type: none"><li>Form M</li><li>Restaurant menu</li><li>8 1/2" X 11" professional drawing showing outdoor seating including scale and directional</li><li>Copy of the Florida Department of Business and Profession Regulation License (Food Permit) and Liquor License (if applicable)</li><li>Copy of the City of Sarasota Local Business Tax receipt and Sarasota County Business Tax receipt</li><li>Certificates of Insurance and Endorsement (or other equivalent documentation) evidencing that the "City of Sarasota" is an additional insured (see Form M)</li><li>If the owner wishes to add tables and chairs in front of adjacent restaurants, provide a signed agreement between business owner and any adjacent neighbors agreeing to allow sidewalk café tables and chairs to be placed in front of their respective properties</li><li>Copy of Sarasota County Health Department Doggie Dining Permit (if applicable)</li></ul> |

## Tiered Flat Fees

The following is a summary of fees applicable to General and Development Applications as adopted by Resolution No. 23R-3190.

| PERMIT / DEVELOPMENT REVIEW TYPE  | Fees              |
|---|-------------------|
| <b>Sidewalk Cafe Permit</b> – base fee (\$297.36) plus \$5.00 per square foot | <b>\$297.36 +</b> |
| <b>FINAL TOTAL</b>  |                   |

FAILURE TO SUBMIT ALL REQUIRED ITEMS WILL RESULT IN AN INCOMPLETE SUBMISSION

I HEREBY CERTIFY THAT THE STATED INFORMATION IS INCLUDED IN THE SUBMITTED PLANS AND/OR DOCUMENTS.

**Date** \_\_\_\_\_

**Signature** of Property Owner, Lessee, Contract Purchaser, or Agent **[Circle One]**

### FOR USE BY THE OFFICE OF THE CITY AUDITOR AND CLERK

**RECEIVED BY:** \_\_\_\_\_ **APPLICATION NUMBER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **AMOUNT PAID:** \_\_\_\_\_



**CITY OF SARASOTA**  
**DEVELOPMENT APPLICATION**

**GENERAL INFORMATION**

[Please Print or Type]

**I. PROPERTY OWNER, LESSEE, OR CONTRACT PURCHASER [Circle One]:**

|                      |                            |
|----------------------|----------------------------|
| Name/Title:          | Cell Phone No:             |
| Company Name:        | Business No:               |
| Company Address:     | Facsimile No:              |
| City/State/Zip Code: | E-Mail Address (Optional): |

**II. AGENT OF RECORD [IF ANY]:** The following individual is designated as the Agent of Record for the property owner, lessee, or contract purchaser and should receive all correspondence related to the application review and billing. [Billing information will also be sent to the above-named individual.]

|                      |                            |
|----------------------|----------------------------|
| Name/Title:          | Cell Phone No:             |
| Company Name:        | Business No:               |
| Company Address:     | Facsimile No:              |
| City/State/Zip Code: | E-Mail Address (Optional): |

**III. THE UNDERSIGNED, AS THE PROPERTY OWNER, LESSEE, CONTRACT PURCHASER, OR AGENT [Circle One], acknowledges responsibility for all City expenses** associated with the referenced application(s) **including time spent by City Staff and Attorneys** through the date of issuance of a Final Certificate of Occupancy. [If same as #I above, note "Same". Not required for Pre-Application Conference with DRC.]

|                      |                            |
|----------------------|----------------------------|
| Name/Title:          | Cell Phone No:             |
| Company Name:        | Business No:               |
| Company Address:     | Facsimile No:              |
| City/State/Zip Code: | E-Mail Address (Optional): |

I hereby certify that all information contained herein is true and correct.

**IV. Signed** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
**Signature** of Property Owner, Lessee, Contract Purchaser, or Agent [Circle One]

WITNESSES TO EXECUTION ON BEHALF OF APPLICANT

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Print Name**

Submit To: The Office of the City Auditor And Clerk  
1565 First Street, Room 110 – Sarasota, Florida 34236  
Office Number: 941-263-6451 – Fax Number: 941-263-6222  
Email: Sean.Wilkins@sarasotafl.gov  
www.sarasotafl.gov



CITY OF SARASOTA  
**Sidewalk Café**  
**Revocable Right-Of-Way Use Permit Application**

FOR OFFICE USE ONLY:

APPLICATION NO: \_\_\_\_\_ PERMIT: FROM \_\_\_\_\_ TO \_\_\_\_\_

Please complete the following:

**Check one:** ☐ New Application ☐ Annual Renewal (due January 1 of each year) ☐ Addendum to Approved Permit

|  |                   |
|--|-------------------|
| <b>Total Area Occupied by the Sidewalk Café:</b> | _____ Square Feet |
|--|-------------------|

**Will the Sidewalk Café Include the Following (How Many)?** ☐ Heaters (\_\_) ☐ Umbrellas (\_\_)

This is an application only and submission does not authorize the operation of the sidewalk café. The application fees are not refundable.

Operations may begin only after the permit has been issued by the City of Sarasota. The permittee shall ensure the furnishings stay out of the identified walkway. Live entertainment, amplified music, or mechanically amplified sound of any nature is not allowed within the permit area. The permittee shall be solely responsible for maintaining the permit area in a clean and sanitary condition and shall immediately remove trash or debris resulting from the operation of the sidewalk cafe and collect and properly dispose of such debris as may be scattered from within the permit area by patrons or weather conditions Failure to follow these requirements could result in termination of permit.

Please include the following in the Development Application:

A scale drawing of the requested permit area showing the layout and dimensions of the existing curb line or the lateral line of a street, identifying:

- a minimum of 5 feet wide walking space on sidewalk area;
- adjacent private property lines;
- The linear and area dimensions of the sidewalk café
- ground-floor entry of the support business;
- location of tables, chairs, umbrellas, heaters, doorways, handicapped ramps, pedestrian crosswalks, bus stops, taxi stands, alleyways, street lights, utility poles, trash receptacles, benches, and trees;
- size of tables, chairs, umbrellas, heaters, and any other sidewalk obstruction either existing or proposed within the vicinity;
- if in a Commercial, Tourist (CT) Zone, location of plants, electrical outlets, outdoor lighting and/or irrigation (if in the other zones, electrical outlets, outdoor lighting and/or irrigation are not permitted in the café areas).

A copy of the current City of Sarasota and Sarasota County Local Business Tax receipt for the business.

A copy of the business' State of Florida Department of Business and Professional Regulation License (Food License) and Alcohol License (if applicable).

Proof of insurance issued by an insurance company licensed to do business in the State of Florida that:

- provides public liability and property damage insurance pertaining to the Permit Area in a minimum amount of \$1,000,000 per person and \$2,000,000 in the aggregate per occurrence, and property damage in a minimum amount of \$500,000;
- names the City of Sarasota as an additional insured;
- provides that the policy shall not terminate or be canceled prior to the expiration date without 30 days advance written notice to the City.

Beer, wine, or other alcoholic beverage **[Circle One]** (will) - (will not) be served or consumed at the sidewalk café.

- Provide COI with liquor liability (if applicable) in a minimum amount of \$1,000,000; and **2,000,000 in aggregate per occurrence**

Is the café entirely within the applicant's property frontage? **[Circle One]** (Yes) or (No).

- If not, include a document indicating support from owner and business to which café is adjacent, if different. Please note that if the café is not in front of restaurant, the cafe must be within 50 feet of restaurant entrance. Also, the distance from the last café table to the restaurant entrance must be reasonable for control and maintenance of area.

A copy of the restaurant menu.



CITY OF SARASOTA  
**Sidewalk Café**  
**Revocable Right-Of-Way Use Permit Application**

**Business (Sidewalk Café) Name:** \_\_\_\_\_

I, the undersigned, have received a copy of the Sidewalk Café Ordinance No. 22-5403, as found in City Code Chapter 30, Section 22, and the application information. I have reviewed this application and certify that all information is true and correct and agree to the Sidewalk Café Revocable Right-Of-Way Use Permit requirements.

As an express condition of the issuance of the Permit and as consideration thereof, I agree to indemnify, hold harmless, and defend the City of Sarasota, its officers, agents, and employees against any and all claims, suits, actions, damages, liabilities, expenditures or causes of action of any kind arising out of any incident occurring in the sidewalk café permit area. This indemnification shall apply regardless of whether any such incident is caused, or alleged to have been caused, due to permittee's sole negligence, the City of Sarasota's sole negligence, or any joint negligence on the part of the permittee, the City of Sarasota, or any other person or entity. Further, in the event the sidewalk café has chairs, tables, umbrellas, plants, outdoor lighting, or irrigation affixed to the sidewalk or ground, and the City requires access to infrastructure located beneath the permit area, I agree to indemnify and hold harmless the City against all claims, liability, loss, injury, death, or damage whatsoever on account of or arising out of the removal of the fixed improvements.

In consideration of the issuance of this Sidewalk Café Revocable Right-Of-Way Use Permit or renewal of Permit, I agree to adhere to all standards or requirements noted here and those of Ordinance No. 22-5403 as found in City Code Chapter 30, Section 22, establishing the regulations for sidewalk cafes and any conditions of approval. I acknowledge the need for a clear sidewalk area of at least 5 feet with no obstructions. **I agree to undertake the duty of regular inspection of the permit area and informing the City's Risk Manager immediately upon discovery of any dangerous or unsafe condition by calling Risk Management at (941) 263-6339.** I have informed my staff of the clear walkway and cleanliness requirements and understand the City may seek fines through Code Compliance or revoke the permit if a walking path of 5 feet is not maintained.

I agree to print and post a copy of the permit, which may be a reduced size, and sidewalk café seating layout visible for the public at all times during the café operation.

**Signed** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner, Lessee, Contract Purchaser, or Applicant **[Circle One]**

**APPROVALS:**

The City Engineer certifies this application for a sidewalk café is in compliance with the design standards and performance standards of Chapter 30-22, City Code. The Sidewalk Café Revocable Right-Of-Way Use Permit is issued and expires December 31, 20\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nikesh Patel, P.E. C.P.M., City Engineer

**THE FOLLOWING APPROVALS ARE REQUIRED FOR NEW APPLICATIONS ONLY:**

**The Director of Development Services** certifies that the zoning of the real property on which the support business is located is \_\_\_\_\_ which allows for a restaurant.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lucia Panica, Director

**The Risk Manager**, certifies that the proof of insurance, as attached hereto for the sidewalk café, meets the requirements of Section 30-22, City Code.

\_\_\_\_\_  
Date

\_\_\_\_\_  
John Powers, Risk Manager

**The Finance Director** certifies that there are no outstanding fines, fees, taxes, or other charges due and owed to the City by the owners of the real property on which the support business is located.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kelly Strickland, Finance Director