



# PLANNING & DEVELOPMENT DEPARTMENT OUTDOOR CAFÉ APPLICATION

IT IS INCUMBENT UPON THE APPLICANT TO SUBMIT COMPLETE AND CORRECT INFORMATION. ANY MISLEADING, DECEPTIVE, INCOMPLETE, OR INCORRECT INFORMATION MAY INVALIDATE YOUR APPLICATION.

ALL APPLICATIONS ARE TO BE FILLED OUT COMPLETELY AND CORRECTLY SUBMITTED ONLINE THROUGH THE [ZONING PORTAL](#) ON [THE PLANNING AND DEVELOPMENT'S WEBPAGE](#) PLANNING & DEVELOPMENT DEPARTMENT WEBPAGE.

THE APPLICANT, BY FILING THIS APPLICATION, AGREES TO COMPLY WITH ALL APPLICABLE REQUIREMENTS OF THE COMMUNITY DEVELOPMENT CODE.

APPLICATION FEE: \$50

**PROPERTY OWNER (PER DEED):**

MAILING ADDRESS: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**BUSINESS OWNER/REPRESENTATIVE:**

MAILING ADDRESS: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

ADDRESS OF SUBJECT PROPERTY: \_\_\_\_\_  
PARCEL NUMBER(S): \_\_\_\_\_  
LEGAL DESCRIPTION: \_\_\_\_\_

**ZONING DISTRICT:** \_\_\_\_\_  
**SPECIAL AREA PLAN:** \_\_\_\_\_

FOR DEPARTMENTAL USE ONLY			
	APPROVED (INITIALS)	DENIED (INITIALS)	DATE
TRAFFIC ENGINEERING:	_____	_____	_____
ZONING:	_____	_____	_____
OTHER:	_____	_____	_____

**IN ADDITION TO THE COMPLETED APPLICATION, THE FOLLOWING INFORMATION AND/OR PLANS MUST BE SUBMITTED:**

- ❑ A plan that depicts the following:
  - ❑ The proposed outdoor café area including dimensions.
  - ❑ Parking areas, sidewalks and driveways.
  - ❑ All doors to the building, as well as those of the adjacent storefront(s).
  - ❑ The location of curbing, sidewalk and any other furnishing or structure within the public right(s)-of-way.
  - ❑ Clear delineation of the required pedestrian pathway.
  - ❑ Proposed locations and sizes of furnishings used in association with the outdoor café.
- ❑ Written permission to file the application from the owner of the property in which the business is located.
- ❑ Visual representation fully depicting the appearance, color and materials of all proposed furnishings related to the outdoor café.
- ❑ Copy of written approval from any agency other than the City of Clearwater having jurisdiction over the public right(s)-of-way.
  - ❑ Not applicable in the Tourist District on Clearwater Beach, because the City has jurisdiction on all rights-of-way.
  - ❑ In Downtown this includes portions of Drew Street, Myrtle Avenue, Court Street and Chestnut Street.
- ❑ A copy of the current certificate of insurance in the amounts and categories required bellow (All policies of insurance must be endorsed to provide the City with 30 days' notice of cancellation or restriction):
  - ❑ Comprehensive general liability insurance on an "occurrence" basis in an amount not less than \$1,000,000 combined single limit bodily injury liability and property damage liability. The City is to be specifically included as an additional insured on the policy.
  - ❑ Workers' Compensation insurance applicable to its employees, if any, for statutory coverage limits in compliance with Florida laws, including employers' liability which meets all state and federal laws.
- ❑ Indemnification and Hold Harmless Agreement form approval from the City Attorney.
- ❑ A notarized statement from the adjacent property owner(s) indicating consent to use the right(s)-of-way in front of their business as an outdoor café (for outdoor cafes located within the Cleveland Street Café District that intend to use the public right(s)-of-way in front of an adjacent business.



# PLANNING & DEVELOPMENT DEPARTMENT OUTDOOR CAFÉ APPLICATION

**BY SIGNING BELOW, YOU ACKNOWLEDGE THE FOLLOWING OPERATIONAL REQUIREMENTS:**

- All furnishings shall be maintained by the outdoor cafe operator in a clean and attractive appearance and shall be in good repair at all times.
- No amplified music is allowed.
- No food storage or preparation is allowed within the right(s)-of-way.
- The hours of operation of an outdoor café shall coincide with those of the associated business with the following:
  - The outdoor café operator is responsible for maintaining the outdoor café area and five feet beyond its perimeters in a neat and orderly appearance at all times and shall clear all debris on a periodic basis during the day and at the close of each business day. City-owned waste receptacles shall not be used for café food and waste disposal.
- The outdoor café operator is responsible for the repair of any damage to the right(s)-of-way caused by the restaurant or its patrons. The repair shall be made to City standards and within a reasonable timeframe.
- By use of any permit granted hereunder, the outdoor café operator agrees to indemnify, defend, save and hold harmless the City, its officers, agents, and employees from any and all claims, liability, lawsuits, damages, and causes of action which may arise out of the use of the public right(s)-of-way. The outdoor café operator shall enter into a written agreement with the City to evidence this indemnification. Such agreement must have the written approval of the City Attorney prior to issuance of a permit.
- As necessitated by right(s)-of-way repairs, the City may require the temporary removal of outdoor cafes and all related furnishings. The outdoor café operator shall be responsible for removing all furnishings at least 24 hours prior to the date identified in writing by the City. The City shall not be responsible for any costs associated with the removal or the return and installation of any such furnishings.
- The City may cause the immediate removal or relocation of all or any part of the outdoor cafe in emergency situations. The City, its officers, agents, and employees are not responsible for any damages or loss of furnishings used in association with an outdoor café relocated during emergency situations and are not responsible for any costs associated with the removal or the return and installation of any such furnishings.
- The City has the authority to secure or remove any furnishing(s) associated with the outdoor cafe if necessary in the interest of public safety.

**Upon revocation of a permit, the Community Development Coordinator shall give written notice of such action by certified mail, return receipt requested to the permittee at the address listed on the application, stating the reason(s) for revocation. The revocation shall become effective 15 days following mailing of the notice if not appealed as provided in Section 4-501A.**

The Community Development Coordinator may revoke a permit for any outdoor café if it is found that:

- Any necessary business or health permit has been suspended or revoked; or
- Changing conditions of pedestrian or vehicular traffic cause congestion necessitating the removal of the outdoor cafe. Such decision shall be based upon findings of the Community Development Coordinator, after consulting with the city engineer, that the existing conditions represent a danger to the health, safety or general welfare of the public and cannot be resolved through modification to the outdoor café layout; or
- The outdoor café operator fails to comply with one or more requirements of the permit; or
- The outdoor café is deemed to be a threat to public safety, in which case the permit may be revoked immediately without notice or compliance with the requirements described above.

STATE OF FLORIDA  
COUNTY OF PINELLAS

The foregoing instrument was acknowledged before me by means  physical presence or  online notarization, this \_\_\_ day of \_\_\_\_\_, 20\_\_ by (\_\_\_\_\_) as (\_\_\_\_\_) of (\_\_\_\_\_), who  is/are personally known to me or  who has/have produced a driver's license as identification.

NOTARY PUBLIC

Signature: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

APPLICANT and PROPERTY OWNER agree to indemnify and hold harmless the CITY OF CLEARWATER and its respective agents, officers, and employees, from and against any and all liability, loss, damages, interests, judgments, and liens growing out of or incurred in connection with any and all claims, demands, suits, actions or proceedings which may be brought against the CITY by reason of the CITY's actions in processing, approval, and operation of Outdoor Café Use at the property located at \_\_\_\_\_, Clearwater, Florida, regardless of any negligence of Applicant or Property Owner or their directors, agents, employees, subcontractors, members, or tenants.

\_\_\_\_\_ [Notarization]  
President/Authorized Agent  
Applicant

STATE OF FLORIDA COUNTY OF PINELLAS
The foregoing instrument was acknowledged before me by means <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization, this ___ day of _____, 20__ by (_____) as (_____) of (_____), who <input type="checkbox"/> is/are personally known to me or <input type="checkbox"/> who has/have produced a driver's license as identification.
NOTARY PUBLIC
Signature: _____
My Commission expires: _____

\_\_\_\_\_ [Notarization]  
President/Authorized Agent  
Property Owner

STATE OF FLORIDA COUNTY OF PINELLAS
The foregoing instrument was acknowledged before me by means <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization, this ___ day of _____, 20__ by (_____) as (_____) of (_____), who <input type="checkbox"/> is/are personally known to me or <input type="checkbox"/> who has/have produced a driver's license as identification.
NOTARY PUBLIC
Signature: _____
My Commission expires: _____

1234 Music

ABC BOOKS

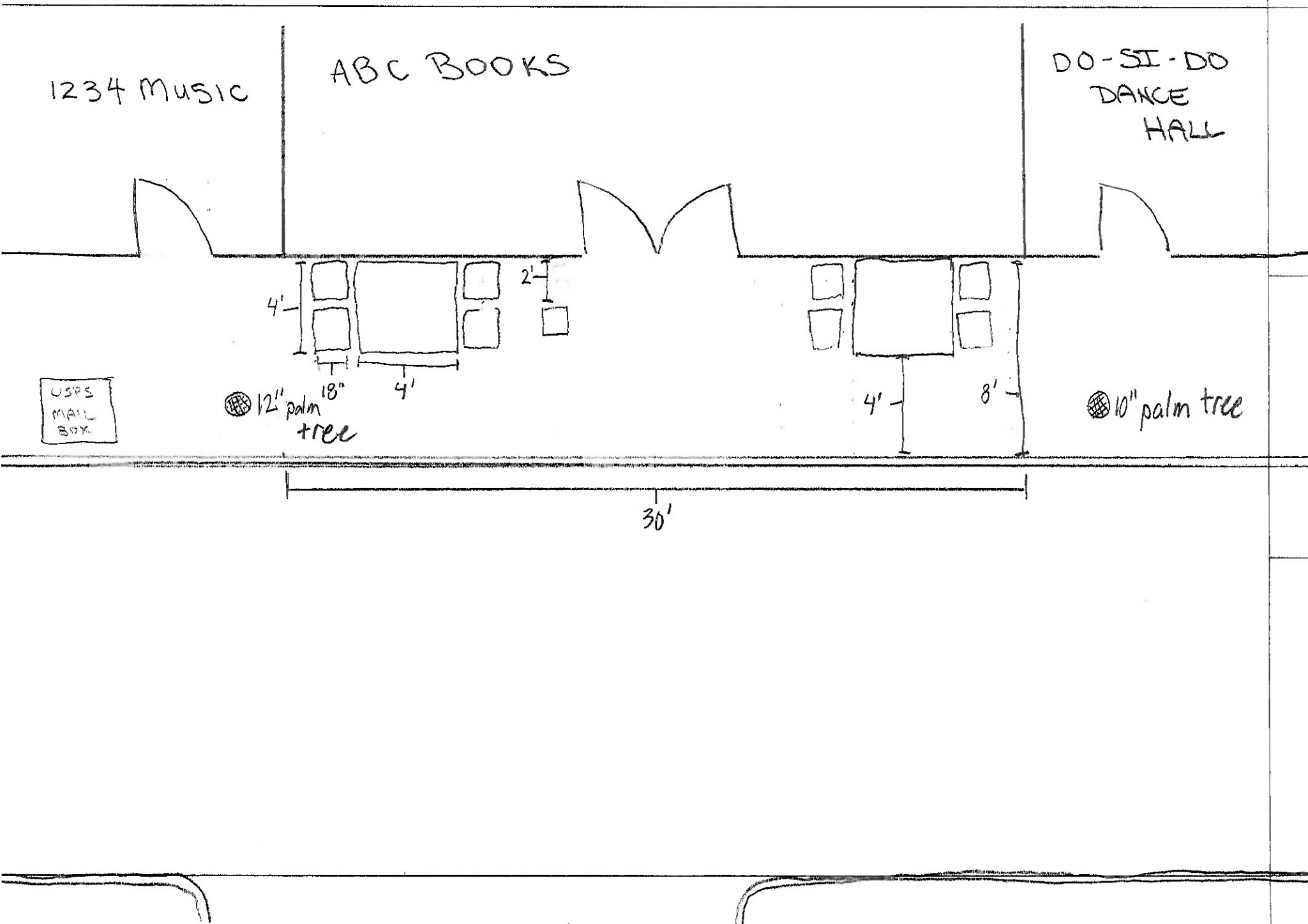
DO-SI-DO  
DANCE  
HALL

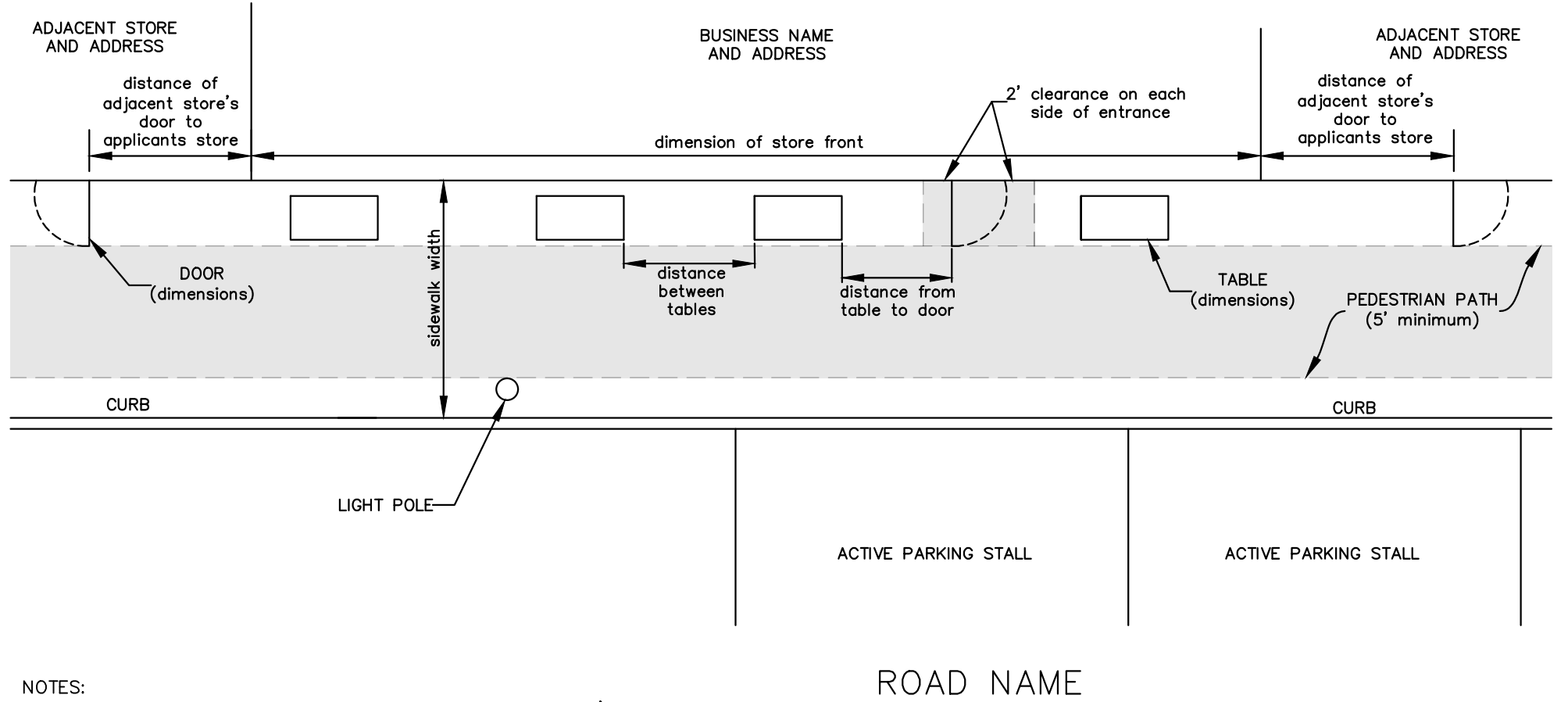
USPS  
MAIL  
BOX

12" palm tree

10" palm tree

30'





**NOTES:**

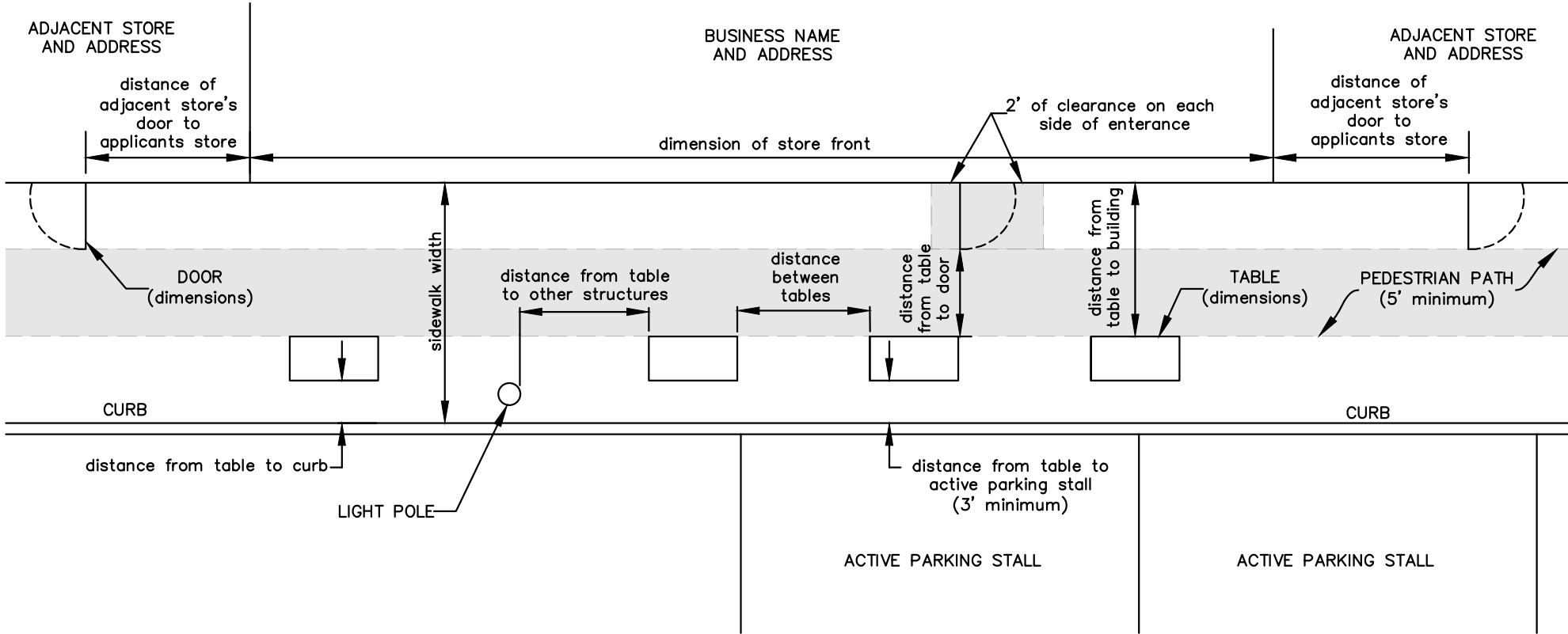
1. An unobstructed pedestrian pathway of a minimum of 5' must be present and shown on plan.
2. The unobstructed pathway must go to the building entrances and have an additional 2' of clearance on each side of all entrances.
3. No portion of outdoor cafe can extend into or obstruct any portion of the main pedestrian thoroughfare (promenade) of Beach Walk.
4. Pedestrian pathway must be between the curb and furnishings
5. Every dimensions must be present on plan unless consistent throughout.

DATE	REVISION DESCRIPTION	APP

**CITY OF CLEARWATER**  
ENGINEERING DEPARTMENT

**CLEARWATER BEACH**  
**OUTDOOR CAFE APPLICATION**  
**SAMPLE PLAN**

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LATEST REVISION 12/17/2021	



ROAD NAME

NOTES:

1. An unobstructed pedestrian pathway of a minimum of 5' must be present and shown on plan.
2. The unobstructed pathway must go to the building entrances and have an additional 2' of clearance on each side of all entrances.
3. Pedestrian pathway must be parallel to store front.
4. Pedestrian pathway must be between the storefront and furnishings
5. Any furnishings must be a minimum of 3' from active parking stalls
6. Every dimensions must be present on plan unless consistent throughout.

DATE	REVISION DESCRIPTION	APP

CITY OF CLEARWATER  
ENGINEERING DEPARTMENT

DOWNTOWN CLEARWATER  
OUTDOOR CAFE APPLICATION  
SAMPLE PLAN

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