



# SIDEWALK CAFÉ APPLICATION

City of New Port Richey, Florida ● Community Development Department  
 5919 Main Street ● New Port Richey, FL 34652 ● 727-853-1047 ● [www.cityofnewportrichey.org](http://www.cityofnewportrichey.org)

*Please complete ALL sections of this application.  
 Incomplete applications will be returned to the Applicant or Representative.*

|               |
|---------------|
| Date Received |
|---------------|

Section 7.11.14 through 7.11.20 of the Land Development Code (available on [municode.com](http://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.

**Required Attachments:**

- Applicable fees to be paid (checks made payable to the *City of New Port Richey*)
- Copy of valid New Port Richey & Pasco County business tax receipts
- Approval of sidewalk café from Florida Division of Hotels & Restaurants and other agencies, if applicable
- Certificate of Liability insurance naming the City as 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 (separate fence permit will be required)
- Image of proposed tables, chairs, umbrellas, planters, awnings, and other improvements with dimensions and 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

|  |       |        |       |     |
|--|-------|--------|-------|-----|
| 1. Current Property Owner(s)                         |       |        |       |     |
| Mailing Address                                      | City  | County | State | Zip |
| Phone Number   | Email |        |       |     |
| 2. Applicant Name                                    |       |        |       |     |
| Mailing Address                                      | City  | County | State | Zip |
| Phone Number   | Email |        |       |     |
| 3. Primary Contact <i>{Phone Number &amp; Email}</i> |       |        |       |     |

|   |                                |
|---|--------------------------------|
| 4. Business Name  | Registered Fictitious Name     |
| Site Address  |                                |
| Tax Parcel Number(s)  |                                |
| Dimensions of Café Area   | Total Square Feet of Café Area |
| Number of Interior Seats  | Number of Employees            |
| Number of Proposed Seats  | Hours of Operation             |
| Services to be Provided   |                                |
| Explain how the sidewalk café will be routinely maintained  |                                |
| Storage location of tables, chairs, umbrellas, heaters, etc. during hours when business is closed |                                |

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 shall be present at all Development Review Committee meetings, and other meetings as applicable. Call Planning and Development Department Staff at 727-853-1050 to find out when this case will be scheduled for these meetings.

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 and photograph, and post a notice on the property described in this application.

AUTHORIZATION FOR OWNER'S REPRESENTATIVE(S)

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.

\_\_\_\_\_  
Owner's Signature

Sworn to and subscribed before me by \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Personally Known OR  Produced Identification

Type of Identification Produced: \_\_\_\_\_

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

APPLICANT'S AFFIDAVIT

I, the owner or authorized representative, certify that I 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. It is also acknowledged that the filing of this application does not constitute automatic approval of the request and, further, if the request is approved, I will obtain all necessary permits to comply with all applicable orders, codes, conditions, and rules and regulations pertaining to the use of the subject property. (Applications which are filed by corporations must bear the seal of the corporation over the signature of an officer authorized to act on behalf of the corporation.)

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\_\_\_\_\_  
Owner or Representative's Name (*Printed*)

\_\_\_\_\_  
Owner or Representative's Signature

Sworn to and subscribed before me by \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Personally Known  OR  Produced Identification

Type of Identification Produced: \_\_\_\_\_

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