



VILLAGE OF PALMETTO BAY  
**SIDEWALK CAFÉS**  
APPLICATION PACKAGE

## Sidewalk Cafés



### TABLE OF CONTENTS

Sidewalk Café Requirements	1
<b>Application Instructions for Sidewalk Cafes</b>	2
Application for Sidewalk Café Permit	3
<b>Site Plan Form</b>	4
Example Site Plan	5
<b>General Liability Insurance Requirements</b>	6
General Liability Insurance Endorsement Form	7
<b>Hold Harmless Affidavit</b>	8



## SIDEWALK CAFÉ REQUIREMENTS

### What is a Sidewalk Café?

Village Code defines a sidewalk café as a portion of a restaurant or eating establishment located outside of and adjacent to the principle building, on a private or public sidewalk which provides a sit down area for food and/or beverage consumption purposes. The sidewalk café shall be unenclosed.

### Sidewalk with requirements

Sidewalk cafés are allowed only in commercial zones where the sidewalk is wide enough to accommodate the sidewalk café. There shall be a minimum of four (4') feet of clear pedestrian passage provided between the dining area and the edge of the pavement.

### Things to Consider

In determining the proposed layout for a sidewalk café, please consider all existing sidewalk obstructions such as signs and signal poles, bike racks, sidewalk furniture, street trees, etc.

### General Requirements and Responsibilities

- All tables and chairs shall be placed in front of the restaurant
- Cafes must maintain a clear pedestrian passageway of 4' at all times
- Sidewalk café furniture must be maintained in a clean and orderly condition
- Sidewalk café furniture shall be of safe, stable and durable materials not prone to rusting or corroding, cracking, warping, etc.
- Table umbrellas must be secure. A minimum of seven feet clearance is required between grade and the open umbrella to ensure that umbrellas don't encroach into the pedestrian passageway.

### Revocation of Permit

The Department of Planning and Zoning may revoke or suspend the sidewalk café permit or may deny renewal of said permit if it is found that:

- The permittee has violated or failed to meet any of the provisions of chapter 30-60.17 of the Villages Code of Ordinance
- Any required permit has been suspended, revoked or cancelled
- The permittee does not have insurance in effect that meets permit requirements



## SIDEWALK CAFÉ PERMIT APPLICATION INSTRUCTIONS

### Application Instructions

1. Complete the application (page 3). Have the property owner sign and complete the application where indicated.
2. Using the included site plan form (page 4), make a drawing of the proposed area to be used for the sidewalk café. Clearly identify the sidewalk obstructions if any (as previously mentioned), label all the doorways to the interior of the building and provide accurate dimensions of the length and width of your café area, it is not necessary to make this drawing to scale, but please provide accurate dimensions (see page 5 for an example). This site plan will be used to designate the area approved by the Planning and Zoning Department for use as a sidewalk café.
3. Obtain a certificate of insurance and additional insured endorsement from your agent that meets all the Village of Palmetto Bay's requirements (see page 6 & 7).
4. Enclose a \$200 check payable to the Village of Palmetto Bay.

**Submission:** Village of Palmetto Bay  
Department of Planning and Zoning  
Sidewalk Cafes  
9705 E. Hibiscus Street  
Palmetto Bay, FL 33157

### Contact

For additional information please contact the Department of Planning and Zoning at 305.259.1234



## APPLICATION FOR SIDEWALK CAFÉ PERMIT

Application is hereby made for a revocable permit to operate a SIDEWALK CAFÉ in accordance with Section 30-60.17 of the Village of Palmetto Bay Code of Ordinance

1	If this application is being used to renew a previous year's permit and there are no changes to the previous year's application information, please mark the box to the right, then complete Section 2 and 5 below. If this is a new application or if you need to update the previous year's information, <b>do not</b> mark the box to the right, instead complete all sections of this application.	<input type="checkbox"/>
---	--	--------------------------

2	Restaurant _____ Address of Operations _____ City <u>Palmetto Bay</u> State <u>FL</u> ZIP _____ Occupational License # _____ Expiration Date _____ Folio # _____
---	--

3	Contact Name _____ Contact Phone # _____ <b>Mark the box to the right if the contact address is the same as above</b> Contact Address _____ City _____ State _____ ZIP _____	<input type="checkbox"/>
---	--	--------------------------

4	Property Owner Name (Print) _____ Property Owner Phone # _____ Property Owner Address _____ City _____ State _____ ZIP _____ Property Owner Signature _____ Date _____
---	--

5	Hours of Operation: <table style="margin-left: 20px;"> <tr><td>Monday</td><td>_____</td></tr> <tr><td>Tuesday</td><td>_____</td></tr> <tr><td>Wednesday</td><td>_____</td></tr> <tr><td>Thursday</td><td>_____</td></tr> <tr><td>Friday</td><td>_____</td></tr> <tr><td>Saturday</td><td>_____</td></tr> <tr><td>Sunday</td><td>_____</td></tr> </table> Will alcoholic beverages be served: _____ YES _____ No	Monday	_____	Tuesday	_____	Wednesday	_____	Thursday	_____	Friday	_____	Saturday	_____	Sunday	_____
Monday	_____														
Tuesday	_____														
Wednesday	_____														
Thursday	_____														
Friday	_____														
Saturday	_____														
Sunday	_____														

- Submit the following:
1. Certificate of insurance and endorsement form  
-only if not already on file, call 305.259.1234 to confirm
  2. Hold Harmless Affidavit
  3. Site Plan detailing placement of tables and chairs on the sidewalk  
-only if this is a new application or there have been changes from the previous year's permit
  4. Proof of liquor liability insurance (if applicable)
  5. Copy of valid liquor license (if applicable)
  6. Aesthetics (photo/brochures of furniture, sample of materials, if any.)
  7. Application **AND** \$200 check made payable to the Village of Palmetto Bay



VILLAGE OF PALMETTO BAY  
**SIDEWALK CAFÉS**  
APPLICATION PACKAGE

Sidewalk Café Permit  
**SITE PLAN**

Department of Planning and Zoning

A 4-FOOT WIDE CLEAR PEDESTRIAN PASSAGEWAY MUST BE MAINTAINED AT ALL TIMES

[Large empty rectangular area for drawing the site plan]

**SITE PLAN AND A VALID PERMIT MUST BE DISPLAYED AND VISABLE  
TABLES AND CHAIRS MUST CONFORM TO THIS SITE PLAN**  
FOR SIDEWALK CAFÉ QUESTIONS OR CONCERNS, PLEASE CALL 305.259.1234

Café Name: \_\_\_\_\_

Café Address: \_\_\_\_\_

\_\_\_\_\_



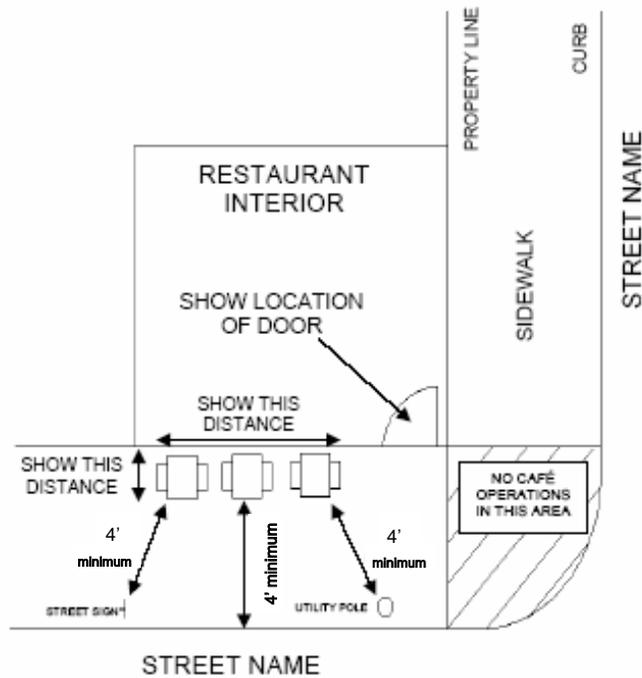
VILLAGE OF PALMETTO BAY  
**SIDEWALK CAFÉS**  
APPLICATION PACKAGE

**Sidewalk Café Permit**  
**SITE PLAN**

Department of Planning and Zoning

A 4-FOOT WIDE CLEAR PEDESTRIAN PASSAGEWAY MUST BE MAINTAINED AT ALL TIMES

**Example Site Plan**



SHOW AND LABEL ALL SIDEWALK OBSTRUCTIONS

**SITE PLAN AND A VALID PERMIT MUST BE DISPLAYED AND VISABLE**  
**TABLES AND CHAIRS MUST CONFORM TO THIS SITE PLAN**  
FOR SIDEWALK CAFÉ QUESTIONS OR CONCERNS, PLEASE CALL 305.259.1234

Café Name: \_\_\_\_\_

Café Address: \_\_\_\_\_

\_\_\_\_\_



## INSURANCE REQUIREMENTS FOR SIDEWALK USE PERMITS

This information will assist you and your insurance agent in complying with Village insurance requirements for a sidewalk café permit.

### The Village of Palmetto Bay Requires:

- A Standard Certificate of Liability Insurance, with the Village of Palmetto Bay named as the Certificate Holder.
- **Certificate Holder Address:** **Village of Palmetto Bay** Department of Planning and Zoning  
9705 E. Hibiscus Street  
Palmetto Bay, FL 33157

### AND

- An endorsement, on file with the certificate, naming the Village of Palmetto Bay as an additional insured. List the endorsement used in the “DESCRIPTION OF OPERATIONS...” section of the certificate.

### Minimum Requirements for Liability Insurance

The insurance shall provide coverage not less than \$1,000,000 (one million dollars) per occurrence.

### Regulations

The insurance certificate is intended to protect the public from any liability it may incur as a result of granting the requested permit.

### Notification of Cancellation

The Village of Palmetto Bay requires 30 (thirty) days notice mailed from the insurance company prior to cancellation of the policy.

### Minimum requirements of Insurance Companies

Insurance coverage shall be insured by a company authorized and licensed to do business in the State of Florida and whom has a Financial Stability rating of B+ to A+ in the latest addition of A.M. Best Insurance Guide.

### Submission

Fax: 786.338.7432

Mail: Please mail to the Certificate Holder Address  
above E-Mail: [mrodriguez@palmettobay-fl.gov](mailto:mrodriguez@palmettobay-fl.gov)

**THE CERTIFICATE AND ENDORSEMENT MUST BE APPROVED BY THE VILLAGE ATTORNEY BEFORE A PERMIT CAN BE ISSUED. PLEASE ALLOW 6 BUSINESS DAYS FOR PROCESSING.**

### Questions

If you or your agent have any further questions, please call the Department of Planning and Zoning at 305.259.1234 or send an e-mail to [mrodriguez@palmettobay-fl.gov](mailto:mrodriguez@palmettobay-fl.gov)



**Village of Palmetto Bay Sidewalk Café Permit Endorsement**  
**This Form to be Attached to Permittee's Certificate of Insurance**

**INSURED:** \_\_\_\_\_  
**AFFORDING CO:** \_\_\_\_\_  
**POLICY NUMBER:** \_\_\_\_\_  
**EFFECTIVE:** \_\_\_\_\_

The policy shall bear also the following endorsement:

"Without prejudice to coverage otherwise existing herein, the Village of Palmetto Bay and, its officers, agents, and employees are included as additional insureds under this policy as to any claim or claims for injury to person including death, or damage to property, resulting from or growing out of the operations of the permittee within the Village of Palmetto Bay, FL."

It is understood and agreed that this policy shall not terminate or be canceled with out first giving thirty (30) days written notice of intention to terminate or to cancel said policy to the Department of Planning and Zoning 9705 E. Hibiscus Street, Palmetto Bay, Florida 33157."

Notwithstanding the naming of additional insureds, the said policy shall protect each insured in the same manner as though a separate policy has been issued to each; but nothing herein shall operate to increase the insured's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insured would have been liable if only one person or interest had been named as insured. The coverage applies as to claims between insureds on the policy. This endorsement assures that the policy complies with the terms and conditions of the named insured's permit with the Village of Palmetto Bay."

\_\_\_\_\_  
Authorized Insurance Representative Signature

\_\_\_\_\_  
Date

Name & Address of Certificate Holder: Village of Palmetto Bay  
Department of Planning and Zoning  
9705 E. Hibiscus Street  
Palmetto Bay, FL 33157



**HOLD HARMLESS AFFIDAVIT**

\_\_\_\_\_ agrees to indemnify and hold the Village of Palmetto Bay harmless and waive all claims against the Village of Palmetto Bay for any loss, damage or injury of any kind or character whatsoever, sustained by any party whatsoever in connection with \_\_\_\_\_ operating a sidewalk cafe on Village owned property.

**I HAVE CAREFULLY READ THE FOREGOING HOLD HARMLESS AGREEMENT AND KNOW THE CONTENTS THEREOF AND HAVE SIGNED THIS DOCUMENT AS MY OWN FREE ACT.**

I expressly agree that this Hold Harmless is intended to be as broad and as inclusive as permitted by the laws of the State of Florida, and that if any portion thereof is held invalid, it is agreed that the balance shall notwithstanding, continue in full force and effect.

State of Florida  
County of Miami-Dade

On this, the \_\_\_\_ day of \_\_\_\_\_, 200\_\_, before me, the undersigned Notary Public of the State of Florida, the foregoing instrument was acknowledged by \_\_\_\_\_ (name of corporate officer), \_\_\_\_\_ (title), of \_\_\_\_\_ (name of corporation), a \_\_\_\_\_ (state of corporation) corporation, on behalf of the corporation.

WITNESS my hand  
and official seal

\_\_\_\_\_  
Notary Public, State of Florida

\_\_\_\_\_  
Printed, typed or stamped name of Notary  
Public exactly as commissioned

Personally known to me, or  
Produced identification:  
\_\_\_\_\_