



# CITY OF HOLLYWOOD, FLORIDA

DEPARTMENT OF DEVELOPMENT SERVICES

P. O. Box 229045 · HOLLYWOOD, FL 33022 · PHONE: 954-921-3900 · FAX: 954-921-3416

## SIDEWALK CAFÉ TABLE PERMIT APPLICATION

Please provide information as it appears on your State of Florida Division of Corporations as well as your City of Hollywood, FL Local Business Tax Receipt

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Business Owner's Address: \_\_\_\_\_

Business Owner's Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Pursuant to Section 124.04 (A), this Application shall include, but not be limited to the following information being submitted at the time of Application:

\$125.00 non-refundable application fee. Received: \_\_\_\_\_

A copy of City of Hollywood, FL Local Business Tax Receipt (LBTR) LBTR #: \_\_\_\_\_

A copy of your current State of Florida, Division of Business and Professional Regulation: Division of Hotels and Restaurants License. License # \_\_\_\_\_

A letter addressed to the City of Hollywood from the property owner advising that they are permitting the tenant to obtain café tables at the above location, on business letterhead. **Must be signed and notarized.**

A sketch or picture of the menu board which must be consistent with the requirements of Section 124.05(K) of Hollywood's Code of Ordinances.

A copy of your current Liability Certificate of Insurance providing coverage of not less than \$1,000,000.00 for bodily injury and property damage respectively per occurrence and meeting all requirements specified in Section 124.06 of Hollywood's Code of Ordinances. The City of Hollywood, FL shall also be named as an additional insured. (For businesses located in the FDOT's right-of-way (Young Circle) the FDOT shall also be named as additional insured.)

\$1,000,000.00 Liability  City of Hollywood, FL as additionally insured for café tables  City of Hollywood, FL listed as Certificate Holder located at (please include this in certificate)

FDOT – Florida Department of Transportation as additionally insured for Café Tables located in Young Circle Right-Of-Way

Photographs, drawings or manufacturers' brochures fully describing the appearance of all proposed tables, chairs, umbrellas or other objects related to the sidewalk cafe.

A diagram displaying the layout and dimensions of and distances between existing sidewalk area and adjacent private property; proposed location, size and number of tables, chairs, umbrellas, location of doorways, location of trees, parking meters, bus shelter, sidewalk benches, trash receptacles; and any other existing/proposed obstruction within the pedestrian area including food preparation. The plan should provide clear aisles and adequate egress for patrons.

Applicant: \_\_\_\_\_

**(Continued):**

Applicant will be notified when permit has been approved, and will be responsible for permit fee of: \$200.00 per permit plus \$25.00 per table (October 1st through September 30<sup>th</sup> of the following year). For properties along Young Circle, FDOT permit fees of the public right-of-way will be established as per space utilized at a rate of \$3.00 per square foot.

The City of Hollywood is committed to reducing our environmental impact and becoming more sustainable. One step the City has taken in achieving this goal is to ban the use of nonbiodegradable containers, like plastics and expanded polystyrene foam (EPS), for serving food products. Beginning October 1, 2018, according to Chapter 97.05 of the City of Hollywood Code of Ordinances Section 124.07, any establishment located east of the Intracoastal Waterway selling food intended for consumption by customers off the premises of their business, is included in the ban.

All sidewalk café permits expire on September 30th of each year and are neither prorated nor transferable. Applicant may renew the permit for another year by submitting a current certificate of insurance and the annual renewal fee. Additionally, if there have been any changes, applicant must inform the City of Hollywood, Department of Development Services in writing.

The sidewalk area covered by the permit shall be periodically pressure cleaned and maintained in a neat and orderly appearance at all times, and the area shall be cleared of all debris on a periodic basis during the day and again at the close of each business day. As per the code of ordinances Chap. 124.07(12), the city is requesting for your outdoor seating area to be pressure cleaned as an effort to keep the City of Hollywood beautiful. We are requiring for you to send the before/after pictures of your recently pressure cleaned out outdoor seating area to this email address to ensure that the restaurants are in compliance.

Upon approval of Sidewalk Café Permit and prior to issuance of said Permit, the Applicant shall submit an executed Indemnification and Hold Harmless Agreement to the City's Engineering Division along with the required Insurance.

The Applicant hereby acknowledges that he/she has received a copy of Chapter 124, Hollywood Code of Ordinances regarding the regulations and guidelines for Sidewalk Cafes. The Applicant's signature below hereby certifies that he/she has been made aware of the permit requirements, criteria, regulations and guidelines and has read all of Chapter 124 of the Hollywood Code of Ordinances prior to submitting this Application.

**(I) (We) certify that (I)(We) understand and will comply with the provisions and regulations of Chapter 124 of the Hollywood Code of Ordinances relating to Sidewalk Cafes.**

\_\_\_\_\_  
**Applicant Signature**

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

**FOR OFFICE USE ONLY**

**Human Resources/Risk Management** approval for Certificate of Insurance.

Initials or Email confirmation \_\_\_\_\_

**Executive Director of the Community Redevelopment Agency or his/her designee** approval.

Initials or Email confirmation \_\_\_\_\_

**Department of Development Services (Planner)** Verification of Certificate of Insurance, and café furniture / accessories meet established standards.

Initials or Email confirmation \_\_\_\_\_

**Treasury Services Division** verification of current Local Business Tax Receipt

Initials or Email confirmation: \_\_\_\_\_

**Department of Development Services (Engineer)** to verify all right-of-way issues have been addressed and the process is complete.

Initials or Email confirmation: \_\_\_\_\_

Applicant has been approved for \_\_\_\_\_ tables, annual fee \_\_\_\_\_ Payment received \_\_\_\_\_,  Check# \_\_\_\_\_,  Other: \_\_\_\_\_ Date received: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

**ACKNOWLEDGEMENT RELATING TO A SIDEWALK CAFÉ PURSUANT TO  
SECTION 124.07 OF THE CODE OF ORDINANCES**

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Signature of Sidewalk Café Permittee: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_