



OUTDOOR DINING APPLICATION

Date	<input type="checkbox"/> \$100 Application Fee (initial application)
Case #	<input type="checkbox"/> \$25 Renewal Application Fee
Outdoor Dining Request: <input type="checkbox"/> Sidewalk Café: An outdoor dining area on a public sidewalk, abutting a restaurant. Such restaurant provides table service in the outdoor dining area.	
<input type="checkbox"/> Outdoor Dining: A dining area with seats and/or tables located outdoors of a restaurant, coffee shop, or other food service establishment, and which is located entirely on private property and outside the walls of the subject food service establishment.	
Application and all pertinent required data such as plans, pictures, letters and supplemental information must be completed and returned to the Zoning & Code Compliance Division before this application will be processed. Applicant and/or his agent must be present at the Development Review Committee hearing.	
ALL INFORMATION LISTED BELOW IS REQUIRED TO BE SUBMITTED AT TIME OF APPLICATION	
<input type="checkbox"/> ORIGINAL application with Signed & Notarized OUTDOOR DINING – RENEWAL Application and/or Affidavit Authorization for Agent (if applicable)	<input type="checkbox"/> Plot plan/Site Plan showing: <ul style="list-style-type: none"> ➤ All existing structures with dimensions & spacing ➤ Setbacks ➤ Location of Furniture & all accessories in the area ➤ Unobstructed 48 inch pedestrian passageway (shall meet all ADA requirements ie. Cross Slopes) ➤ Trash receptacles to be used for sidewalk café (if placed within area) ➤ Dimensions of sidewalk café/outdoor dining area ➤ Photos/drawing/representation of design of furniture and all other accessories for sidewalk café/outdoor dining area
<input type="checkbox"/> A copy of the deed or other evidence of ownership	
<input type="checkbox"/> Certificate of insurance for \$1,000,000 when located on a public sidewalk - City of Punta Gorda must be shown as additional insured	
<input type="checkbox"/> Health Department Certificate	
<input type="checkbox"/> Alcohol Permit (if applicable)	
<input type="checkbox"/> City Occupational License	
*NOTE: If outside seating is greater than 15% of inside seating an impact fee will be assessed, if approved. The original permitted interior seats cannot be reduced to avoid an impact fee.	
Applicant Information	
Name	
Address	
City	State
Zip	
Phone	
Email address	
Authorized Agent –(if applicable – Property Owner must sign AGENT Affidavit below)	
Name	
Address	
City	State
Zip	
Phone	
Email address	
Business	
Name	
Address	
City	State
Zip	
Phone	
Email address	

Parcel ID /Account #	Lot #	Block#	Section
Exact Number of TABLES Inside the restaurant		Exact Number of CHAIRS Inside the restaurant	
Exact Number of TABLES OUTSIDE the restaurant		Exact Number of CHAIRS OUTSIDE the restaurant	

*****Must include site/plot plan*****

The City Permit allowing outdoor dining must be visibly displayed at all times, contingent on satisfaction of all other agency requirements, and valid the term of one (1) year; January through December. Permit expires on December 31st. It is the applicant's responsibility to contact Urban Design by November 30th of the calendar year to apply for permit renewal and schedule for a DRC review for permit renewal for the following calendar year.

NOTE: Outdoor dining permits for private property applications do not have to be renewed annually.

All furniture and equipment placed on a public sidewalk site must be removed by the end of the business night.

AFFIDAVIT		
Signature of Owner or Authorized Agent _____	Print Name & Title _____	Date _____
STATE OF _____) COUNTY OF _____)		
The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification and who did not take an oath.		
_____ Notary Public, State of Florida	_____ My commission Expires	(Seal)

AGENT AFFIDAVIT (Property Owner to complete ONLY if applicable)		
I/We _____, property owner(s), hereby authorize _____ to act as Agent on our behalf regarding a <u>Outdoor Dining Application</u> on the property commonly known as _____ in Punta Gorda, Florida.		
Signature of Property Owner _____	Print Name of Property Owner _____	Date _____
STATE OF _____) COUNTY OF _____)		
The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification and who did not take an oath.		
_____ Notary Public, State of Florida	_____ My commission Expires	(Seal)

<input type="checkbox"/> Staff Approved	<input type="checkbox"/> Staff Denied	<input type="checkbox"/> DRC Approved	<input type="checkbox"/> DRC Denied
Comments: _____			
Approved by: _____ Date _____			