

SIGNATURE OF BUSINESS OWNER: _____

SIGNATURE OF PROPERTY OWNER (IF DIFFERENT): _____

Please initial next to each statement, on the line provided, that you have read and understood the following:

- The applicant acknowledges that, notwithstanding any legal ownership which they may hold to a portion of the sidewalk, the general public and the City of DeLand have a prescriptive easement over the full width of the sidewalk as it now exists. _____
- Use of the subject property as a sidewalk café is a privilege and not a right, and may be revoked at any time. _____
- License agreements for sidewalk cafés are non-transferrable, non-assignable, and considered temporary in nature. A new license must be applied for and approved by the City when change of ownership and/or business occurs. _____
- License agreements will renew annually with the renewal of the Licensee's Business Tax Receipt, unless changes occur. _____
- Changes to the layout and/or seating of the sidewalk café must first be approved by the City Commission. _____
- If outside seating for the proposed café exceeds 20% of the amount of interior seating (based on square footage), additional parking may be required. _____
- For temporary sidewalk cafés, all tables, chairs, and other furniture must be brought inside during non-operating hours. _____
- A minimum of 7 ft. clear pedestrian area must be maintained for sidewalks located on New York Avenue, Woodland Boulevard, Indiana Avenue, and Rich Avenue. A minimum of 5 ft. must be maintained elsewhere. _____
- If approval is granted by the City Commission, the owner of the business will be required to return to City Hall at a later date to sign the license agreement. License for the sidewalk café is not valid until said agreement has been signed. _____

THE FOLLOWING MUST BE SUBMITTED AT THE TIME OF APPLICATION:

FOR TEMPORARY & CONSTRUCTED CAFÉS:

- Two (2) copies of a **to-scale** concept plan of the area proposed for use as a sidewalk café, including the following information drawn on the plan:
 1. Location of property line(s) adjacent to sidewalk
(If same as building edge, please indicate on drawing.)
 2. Area (including dimensions measured in feet) to be devoted to said use
 3. Distance from seating area to edge of sidewalk/curb.
 4. Any obstacles located on the sidewalk adjacent to the business (i.e. trees, benches, trash cans, etc.)
 5. Number of tables
 6. Number of chairs

7. Any proposed outdoor lighting (Once approved, permit required through the Building Dept.)

- Two (2) copies of a **to-scale** layout of the existing or proposed interior of the business, including the following information drawn on the plan:
 1. All rooms shown and their use labeled
 2. Dimensions (measured in feet) of customer-occupied areas
 3. Any bar/counter areas and their dimensions
- Any other supporting documentation providing information necessary to verify compliance with minimum criteria and standards.
- Check made payable to the City of DeLand in the amount of **\$50.00**.

FOR CONSTRUCTED CAFÉS ONLY:

(In addition to the information requested above.)

- Two (2) current (no older than 2 years) sealed surveys of the subject property
- Two (2) copies of color renderings showing that the appearance of the constructed improvements complies with design standards.
- Additional copies of the concept plan may be required if reviewed by the Technical Review Committee. Contact the Planning Dept. for additional instructions.

NOTE: Applications for *temporary sidewalk cafés* will be reviewed by the City Commission. Applications for *sidewalk cafés with constructed improvements* will be reviewed by the Technical Review Committee (TRC), Planning Board, and City Commission.

The TRC meets the 3rd Thursday of the month in the Planning Department, TRC Conference Room, 120 S. Florida Ave. The Planning Board meets the 3rd Wednesday of the month at 5:00 pm in the City Commission Chambers. The City Commission meets the 3rd Monday of the month at 7:00 pm in the City Commission Chambers. Deadline for submittal is attached. Applications are due at noon on the dates listed. Incomplete applications will not be accepted.

Staff Use Only	
Complete Application Received By & Date:	_____
Incomplete Application Received By & Date:	_____
(missing items):	_____
Scheduled Application Closing Date:	_____
Scheduled TRC Meeting Date <i>(if applicable)</i> :	_____
Scheduled Planning Board Meeting Date <i>(if applicable)</i> :	_____
Scheduled City Commission Date:	_____
Payment Received: Check Amount: \$	_____ Date Paid: _____