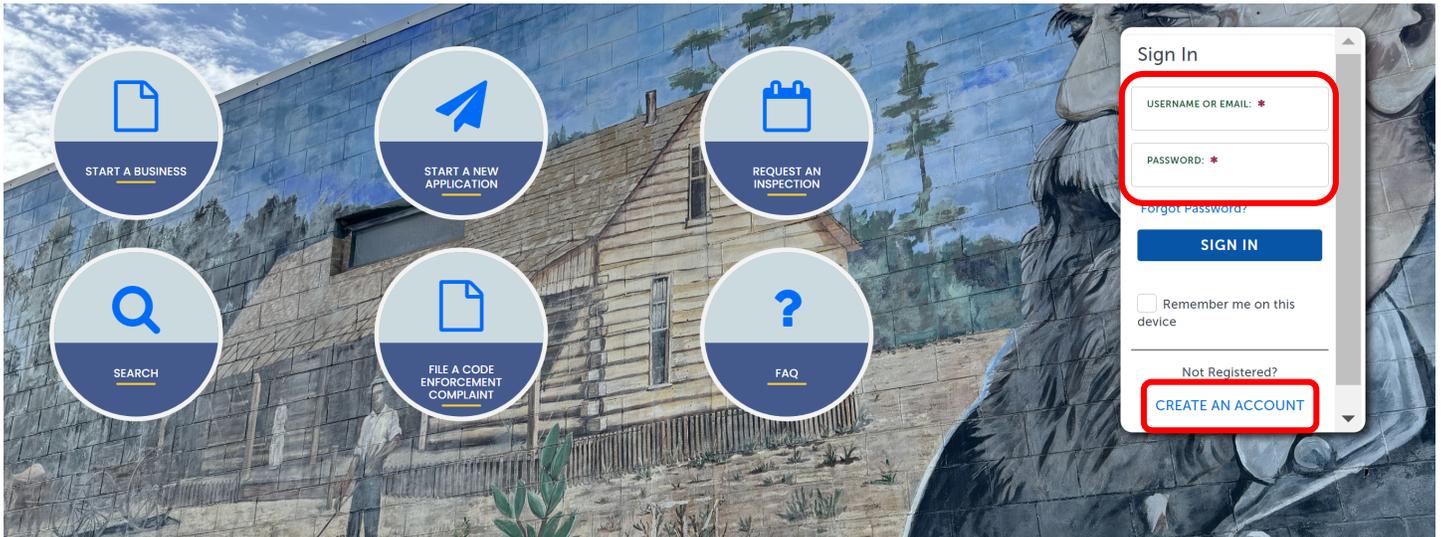


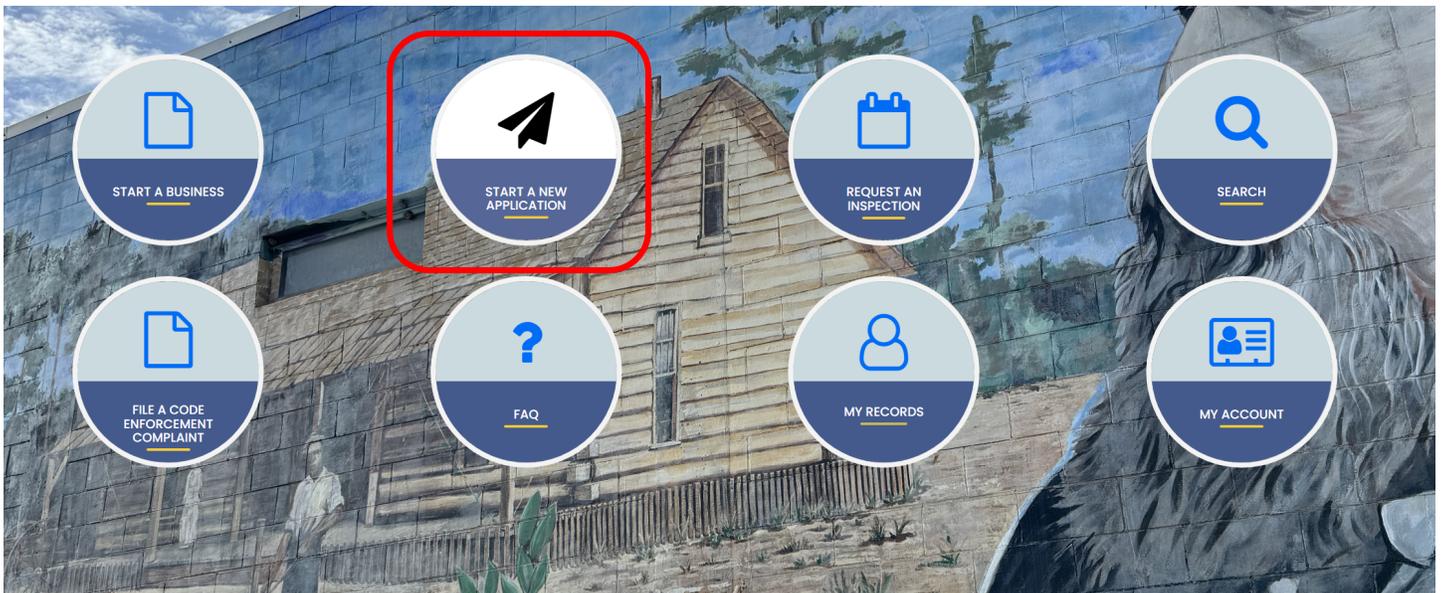


Sidewalk Café License Application

- Log in or Create an account with Accela. Note: An account is required to submit an application.



- Click “Start a New Application”



- Click “Select from List”
- After reading the “General Disclaimer” terms, check the box that you have read them and accept the terms, then click Continue Application



- Select the desired record type.

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record

- + Building**
 - Accessory Building or Structure
 - Building Addition
 - Building Renovation
 - Demolition
 - Electric
 - Master Plan Review
 - Mechanical
 - New Building
 - Plumbing
 - Reroof
 - Revision
 - Sign
 - Solar Permit
 - Townhome Master
- + Fire Safety**
 - Annual Fire Safety Permit
 - Annual Fire Safety Renewal
 - Fire Alarm System
 - Fire Pump
 - Fire Sprinkler System
 - Fire Suppression System
 - Fire Underground
- + Enforcement**
 - Lien Request
- + Planning**
 - Abandonment
 - Annexation
 - Combined Preliminary and Final Plat
 - Comprehensive Plan Amendment
 - Dog Friendly Establishment
 - Final Plat
 - Historic Preservation Review
 - Lot Changes and Adjustments
 - Minor Subdivision
 - Parking Waiver
 - Plan Modification
 - Pre-Application Meeting Request
 - Preliminary Plat
 - Rezoning
 - Sidewalk Cafe License
 - Similarity of Use
 - Site Plan
 - Special Exception
 - Subdivision Sketch
 - Variance
 - Zoning Determination
- + Public Service**
 - Banner Permit

- Continue Application



Step 1 – Location

1. Enter address (enter house number and street name ONLY. No other information), then click search. Owner and parcel information will auto populate.
2. Continue Application

1 Location & People	2 Application Detail	3 Review
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Step 1: Location & People > Location Information

Address

* Street No.: Direction: * Street Name: Street Type:

City: State: Zip:

Step 1 (Continued) – Contact Information

1. Under the Applicant section, click “Select from Account”

1 Location & People	2 Application Detail	3 Review	4 Pay Fees
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Step 1: Location & People > Contact Information

Applicant

Enter contact information, the Applicant information is required. If you are submitting this application, use 'Select from Account' option to copy your contact information from your registration. Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.



2. Select “Associated Contact”, then click “Continue”

A screenshot of a web application dialog box titled "Select Contact from Account". The dialog contains instructions to select a contact for an application. It shows a table with two rows of contact information. The first row is highlighted with a red box, indicating it is the selected option. Below the table are two buttons: "Continue" and "Discard Changes".

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.
Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	Kristian Logan
<input type="radio"/> Associated Owner		CITY OF DELAND

[Continue](#) [Discard Changes](#)

3. Continue Application



Step 2 – Detail Information

1. Complete **all** fields.
Required fields are denoted by a red asterisk ()*

Sidewalk Cafe License

1 Address and Contact	2 Application Details	3 Review
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Step 2: Application Details > Description

Detail Information

Project Name:

* Project Description:
Please provide project details

[spell check](#)

Sidewalk Cafe Information

SIDEWALK CAFE LICENSE

* Type of Sidewalk Cafe:

* Type of Business:

Description (if other):

* Name of Business Applying:

Did previous business have a cafe license at this location?: Yes No

Name of previous business, if yes.:

* Number of Tables:

Size of Tables (if known):

* Number of Chairs:

* Proposed Lighting (if yes please include on concept plan): Yes No



Required Documents

PL_SWC SUBMITTAL

- * Concept Plan: ?
- Support Documentation: ?
- General Liability Insurance: ?
- * Property Owner Authorization:

Acknowledgements (Please review and check the box)

PL_ACKNOWLEDGEMENT

- * The City & Public have a prescriptive easement over full width of sidewalk as it now exists.:
- * Use of property as a sidewalk café is a privilege, not a right, and may be revoked at any time.:
- * License agreements are non-transferrable, non-assignable, & considered temporary in nature.:
- * A new license must be applied for & approved when change of ownership and/or business occurs.:
- * License agreements renew annually with renewal of Business Tax Receipt, unless changes occur.:
- * Changes to layout of sidewalk café must first be approved by City Commission.:
- * Alcohol may be served within approved café area, subject to outside included under State license.:
- * If outside café exceeds 30% of total gross sq. ft. of interior, additional parking may be required.:
- * All tables, chairs, etc. must be brought inside during non-operating hours.:
- * Min. 7 ft. pedestrian clearance required for cafés fronting New York, Indiana, Rich Aves; Woodland Blvd. :
- * Min. 5 ft. pedestrian clearance required for other sidewalks not listed above.:
- * Applicant shall obtain & maintain general liability coverage naming City of DeLand as additional insured.:
- * Once drafted, applicant will be called in prior to City Commission meeting to sign license agreement. :
- * License is not valid until approved by City Commission and has been signed by both parties.:

2. Continue Application



Step 2 (continued) – Details – Attachments

1. Please upload required documents to your application by clicking the “Add” button.

Sidewalk Cafe License

1 Address and Contact	2 Application Details	3 Review
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Step 2: Application Details > Attached Documents

Attachment

For a list of required documents please click [here](#)

The maximum file size allowed is 500 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;msp;pdf;png;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Description	Document Status
No records found.				

2. Continue Application

Step 3 – Review

1. Review all sections and verify information entered is correct
2. Check the agree to terms and conditions box located at the bottom left-corner of the page
3. Continue Application

Step 4 – Pay Fees

1. Click “Check Out”
2. Click “Check Out” again

Sidewalk Cafe License

1 Address and Contact	2 Application Details	3 Review	4 Pay Fees	5 Record Issuance
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Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered.

Application Fees

Fees	Qty.	Amount
Sidewalk Cafe	1	\$100.00

TOTAL FEES: \$100.00

Note: This does not include additional inspection fees which may be assessed later.



3. Click "Click to enter payment"
4. Select "Pay with Credit Card" or "Pay with Bank Account"
5. Click "Click to enter payments"

1 Select item to pay

Step 2: Payment information

Please select a payment method and then fill in all required information.

- Credit Card (Visa and Mastercard Only)
- ECheck

Payment Options

Amount to be charged: \$75.00

- Pay with Credit Card
 Pay with Bank Account

Click to enter payment»

6. Enter credit card or bank information, then click "Next"

CITY OF DELAND PERMITS WEB ×
PAYMENT METHOD

Credit or debit card

Card number

Exp date(MM YYYY)

Security code

VISA

Next

7. Verify billing information, and complete blank fields (email address and state), and click "Next"
8. Click "Authorize"

Your Application has been submitted! 😊