



## PLANNING AND DEVELOPMENT DEPARTMENT ANNUAL RENEWAL APPLICATION

THANK YOU FOR YOUR CONTINUED BUSINESS IN OUR COMMUNITY. PLEASE COMPLETE THE FOLLOWING FORM TO RENEW YOUR PERMIT(S) AND SUBMIT ONLINE THROUGH THE [ZONING PORTAL](#) ON [THE ZONING WEBPAGE](#) (DUE ANNUALLY BY SEPTEMBER 30<sup>TH</sup>).

APPLICANT/ REPRESENTATIVE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
DIVISION OF HOTELS AND  
RESTAURANTS LICENSE  
NUMBER: \_\_\_\_\_  
OWNER(S) OF BUSINESS  
(IF DIFFERENT FROM  
APPLICANT): \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
  
NAME OF BUSINESS: \_\_\_\_\_  
PARCEL NUMBER: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
ZONING DISTRICT: \_\_\_\_\_  
SPECIAL AREA PLAN  
(DOWNTOWN,  
BEACH/US19): \_\_\_\_\_

SELECT ONE OR MORE OF THE BELOW APPLICATION TYPES TO BE RENEWED (RENEWAL FEE(S) WILL BE INVOICED VIA EMAIL):

- ☐ \$75 DOG-FRIENDLY RESTAURANT/CAFÉ
- ☐ \$25 OUTDOOR CAFÉ
- ☐ \$25 SIDEWALK/SANDWICH BOARD SIGN

ANY OPERATION CHANGES SINCE LAST YEAR: ☐ YES ☐ NO

\*IF YES PLEASE PROVIDE NEW DIAGRAM/PLANS WITH FORM

HAVE YOU ATTACHED YOUR UPDATED LIABILITY INSURANCE? ☐ YES ☐ NO

**\*IF ANY CHANGES FROM ORIGINAL APPLICATION PLEASE USE FOLLOWING PAGES TO REVIEW THE REQUIREMENTS.\***

## PLANNING AND DEVELOPMENT DEPARTMENT

### OUTDOOR CAFÉ ANNUAL RENEWAL

**IN ADDITION TO THE COMPLETED APPLICATION, THE FOLLOWING INFORMATION AND/OR PLANS MUST BE SUBMITTED (APPLICANT TO INDICATE BOX WITH AN "X" OR CHECKMARK):**

- ☐ A plan sketch that depicts the following:
  - ☐ The proposed outdoor café area including dimensions (drawn to scale).
  - ☐ Parking areas, sidewalks and driveways.
  - ☐ All doors to the building, as well as those of the adjacent storefront(s). Two-foot minimum clearance required on each side of building entries.
  - ☐ The location of curbing, sidewalk and any other furnishing or structure, including bus stops, within the public right(s)-of-way.
  - ☐ Clear delineation of the required 5-foot minimum pedestrian pathway. Wider pedestrian path may be required to ensure efficient and direct pedestrian movement.
  - ☐ Clear delineation of any area where alcoholic beverage sales are intended to occur. Separate Alcohol Beverage License required.
  - ☐ Proposed locations and sizes of furnishings used in association with the outdoor café.
- ☐ Written permission to file the application from the owner of the property in which the business is located.
- ☐ Visual representation fully depicting the appearance, color and materials of all proposed furnishings related to the outdoor café.
- ☐ Copy of written approval from any agency other than the City of Clearwater having jurisdiction over the public right(s)-of-way.
  - ☐ Not applicable in the Tourist District on Clearwater Beach, because the City has jurisdiction on all rights-of-way.
  - ☐ In Downtown this includes portions of Drew Street, Myrtle Avenue, Court Street and Chestnut Street.
- ☐ A copy of the current certificate of insurance in the amounts and categories required bellow (All policies of insurance must be endorsed to provide the City with 30 days' notice of cancellation or restriction):
  - ☐ Comprehensive general liability insurance on an "occurrence" basis in an amount not less than \$1,000,000 combined single limit bodily injury liability and property damage liability. The City is to be specifically included as an additional insured on the policy.
  - ☐ Workers' Compensation insurance applicable to its employees, if any, for statutory coverage limits in compliance with Florida laws, including employers' liability which meets all state and federal laws.
- ☐ Indemnification and Hold Harmless Agreement form.
- ☐ A notarized statement from the adjacent property owner(s) indicating consent to use the right(s)-of-way in front of their business as an outdoor café (for outdoor cafes located within the Cleveland Street Café District that intend to use the public right(s)-of-way in front of an adjacent business).



## PLANNING AND DEVELOPMENT DEPARTMENT

### DOG FRIENDLY ANNUAL RENEWAL

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**IN ADDITION TO THE COMPLETED APPLICATION, THE FOLLOWING INFORMATION AND/OR PLANS MUST BE SUBMITTED (APPLICANT TO INDICATE BOX WITH AN "X" OR CHECKMARK):**

- ☐ A plan sketch that depicts the following:
  - ☐ The proposed dog friendly dining area including dimensions (drawn to scale).
  - ☐ The number and placement of tables, chairs, and restaurant equipment within the dog friendly dining area.
  - ☐ Entryways and exits to the designated outdoor area
  - ☐ Boundaries of the designated area and, if applicable, outdoor areas not available for patrons' dogs.
  - ☐ The location of curbing, sidewalk and any other furnishing or structure within the public right(s)-of-way (e.g., benches, street lights, street signs, fire hydrants).
  - ☐ Fences or barriers.
  - ☐ Surrounding property lines.
  - ☐ Location of required signage within designated area.

PLAN SKETCH EXAMPLE (if applicable please indicate dog-friendly area):

