



CITY OF MIAMI
PUBLIC WORKS DEPARTMENT

COCONUT GROVE SIDEWALK CAFE
PERMIT APPLICATION

www.miamigov.com (305) 416-1200

PART I - APPLICANT INFORMATION

Permit Holder	Name	Address	Phone Number	Email
RESTAURANT INFORMATION				
RESTAURANT OWNER(S) INFORMATION				

PART II - PERMIT NOTES & CONDITIONS

PERMIT NOTES:

- Sidewalk cafes permits are issued under the provisions of Chapter 54 Article VI of the City of Miami Code and does not permit the operation of a business in violation of other applicable laws.
- The application and business location will be reviewed by the following departments: Public Works, Zoning, Planning, Risk Management, Finance, and Neighborhood Enhancement Team (NET).
- The fee for an annual permit for establishing or maintaining a sidewalk café is **\$11.50** per square foot of usable sidewalk area.

PERMIT CONDITIONS:

- The permit shall be effective for one year and subject to annual renewal.
- The permit shall be issued to the permittee only and shall not be transferable or assignable under any circumstances.
- The permit may be suspended by the Director of Public Works when necessary to clear sidewalk areas for authorized special events or other needs.
- The Director of Public Works may require the temporary removal of sidewalk cafes when street, sidewalk, or utility repairs necessitate such actions.
- The Department of Public Works or the Police Department may immediately remove or relocate all or parts of the sidewalk café in emergency situations.
- The city and its officers shall not be responsible for sidewalk café components relocated during emergencies.
- The permit shall be specifically limited to the area shown on the "exhibit" attached to and made part of the permit.
- The permittee shall use positive action to assure that its use of the sidewalk in no way interferes or embarrasses sidewalk users or limits their free unobstructed passage.
- The sidewalk café shall be opened for use of the general public and such use shall not be restricted to patrons of the permittee.
- Permittees holding a local tax receipt or certificate of use limited to take-out food shall not be permitted to provide table service in the sidewalk café.
- Tables, chairs, umbrellas, and any other objects provided with the sidewalk café shall be maintained with a clean and attractive appearance and shall be in good repairs at all times.
- The sidewalk area covered by this permit shall be maintained in a clean 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.
- No advertising signs or business identification signs shall be permitted in the right-of-way; this shall not prohibit the use of umbrellas, glare screens, or menu boards carrying restaurant logotypes. Size and location of menu boards shall be approved by city.
- No tables and chairs nor any other parts of sidewalk cafes shall be attached, chained, or in any manner affixed to any tree, post, sign, or other fixtures, curb or sidewalk within or near the permitted area. No additional outdoor seating authorized herein shall be used for calculating seating requirements pertaining to location of, applications for, or issuance of a liquor license for any establishment or be used as the basis for computing required seating for restaurants and dining rooms or as grounds for claiming exemption from such requirements under the provisions of any city ordinance or state law.
- The permit covers only the public sidewalk. Tables and chairs on private property will be governed by other applicable regulations.
- The permittee shall notify the Director of Public Works, in writing, when operation of the sidewalk cafe begins. Said notice shall be delivered to the Director within 24 hours of such commencement.
- The issuance of a sidewalk cafe permit does not grant or infer vested rights to use of the sidewalk area by the permittee. The city retains the right to deny the issuance of a permit, the renewal or revocation of a permit.
- No entertainment or sound speakers or audio/visual equipment and speakers shall be placed within or adjacent to the right-of-way in a manner which causes persons to accumulate and obstruct the pedestrian path.

PART III - PROPERTY OWNER APPROVAL (if applicable)

If sidewalk café not located in frontage of licensed restaurant/food establishment, property owner/affected lessee approvals required.

Property Owner Name	Owner Signature	Owner Address	Owner Phone Number	Date
Lessee Name	Lessee Signature	Lessee Address	Lessee Phone Number	Date

PART IV - CERTIFICATION

The undersigned affirms that he/she has read and is familiar with Chapter 54, Article VI of the City Code, agrees to conform to the permit conditions, and furthermore shall indemnify, defend, save, and hold harmless the City and its officials, employees and agents (collectively referred to as "Idemnitees") and each of them from and against all loss, costs, penalties, fines, damages, claims, expenses (including attorney's fees) or liabilities (collectively referred to as "liabilities") arising out of, resulting from or in connection with this permit.

Company/Corporation/Partnership Name	Signature of Owner/Applicant	Print Name	Title	Date
Notary:				
Print Name	Signature	Date	(Imprint Notary Seal)	

PART V - CHECKLIST

- 1. Liability Insurance (naming City of Miami and Coconut Grove BID as additional insured)
- 2. Certificate of Use
- 3. Occupational License (Business Tax Receipt)
- 4. Photos of Proposed Outdoor Furniture
- 5. Scaled Layout Drawing of Sidewalk Cafe Area (2 sets)
- 6. (2) Sets of Plans for Calculation of Required Parking Spaces
- 7. \$175.00 Non-Refundable Application Fee
- 8. \$10.00 Non-Refundable Initial Inspection Fee



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PERMIT APPLICATION

FOR OFFICIAL USE ONLY					
APPLICATION RECEIVED BY:		DEPARTMENT:		DATE:	
DEPARTMENTAL REVIEW					
DEPARTMENT	DATE RECEIVED	STATUS	REVIEWER	DATE ACTIONED	PERMIT FEES
1. PUBLIC WORKS		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved			
2. ZONING		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved			
3. PLANNING		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved			
4. RISK MANAGEMENT		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved			
5. FINANCE		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved			
6. NET		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved			
DEPARTMENTAL COMMENTS:					
<p>1. PUBLIC WORKS: Permittee may use a maximum of _____ square feet of sidewalk area. This usage area shall maintain a <u>minimum of six (6) foot wide</u> clear pathway for pedestrian use. Permittee shall comply with all the provisions of the City of Miami Code Article VI, Sidewalk Cafe Sections 54-221 through 54-232 during the permit period.</p> <p>2. ZONING:</p> <p>3. PLANNING:</p> <p>4. RISK MANAGEMENT:</p> <p>5. FINANCE:</p> <p>6. NET:</p>					
<p>THIS PERMIT IS VALID FROM _____ TO _____ UNLESS OTHERWISE SUPERSEDED OR REVOKED.</p> <p>FINAL APPROVAL BY: _____</p> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Public Works Director / Designee Signature Date </div>					