



PUBLIC WORKS DEPARTMENT ADMINISTRATION DIVISION

1749 3rd Ave South · Lake Worth Beach, Florida 33460 · Phone: 561-586-1720

Temporary Outdoor Dining Area - Permit Instructions

PURPOSE

The City of Lake Worth Beach, Florida has established a permit application and maintenance procedures for businesses desiring the addition of a Temporary Outdoor Dining space.

APPLICABILITY

This applies to every restaurant owner applying for or maintaining a temporary outdoor dining area in the City of Lake Worth Beach, FL.

CONTENTS

1. Application Instructions
2. Application
3. Submission Requirements
4. Indemnification
5. Statement of Acknowledgement
6. Temporary Outdoor Dining Area Map

INSTRUCTIONS

These applications require mutual approval from the property and business owner and require the business to comply with all applicable Federal, State, and Local laws and/or regulations. Specifically the Americans with Disabilities Act (ADA) and the City's Code of Ordinances.

In cases where sidewalk space or on-street parking is limited, the City may not approve a Temporary Outdoor Dining Area permit or restrict sidewalk furniture to areas that do not violate ADA and City requirements. Each permit application shall be accompanied with an accurate map of all sidewalk furnishings with distance measurements from the curb indicating where (all) furniture items will be positioned for the duration of the permit. Furniture relocation permits must be submitted in writing and reapproved by the city. Once approved, citations may be issued if dining spaces have been found in violation of regulations.

In all cases, appropriate coverage and proof of insurance in the form of a Certificate of Insurance (COI) with proper endorsements must be submitted initially and annually thereafter for the duration of the permit.



POINT OF CONTACTS


The Public Works Department is responsible for providing public access to and storing application instructions and completed permits.

The Public Works Department is responsible for all Temporary Outdoor Dining Area Permits, their content, completion, and accuracy.

Community Code Division is responsible for occasional audit of all issued Permits and assessment of fines for violations.

Risk Management shall be provided a Certificates of Insurance (COI) annually. The COI shall indemnify the City of Lake Worth Beach. Email or Mail to HR/Risk Management in City Hall at the address below.

City of Lake Worth Beach
Attn: HR/Risk Management
7 N. Dixie Hwy
Lake Worth, FL 33460





**CITY OF LAKE WORTH BEACH
TEMPORARY OUTDOOR DINING AREA
PERMIT APPLICATION**

**CITY OF LAKE WORTH BEACH
PUBLIC WORKS DEPARTMENT
1749 3rd AVE SOUTH
LAKE WORTH BEACH, FLORIDA 33460
(561) 586-1720 PHONE**

APPLICATION FEE – FEES CURRENTLY WAIVED

PERMIT NO. _____

INSTRUCTONS: Please complete and return this application as per **City Ordinance 2013-43** and submit for intake to the Public Works Department - Administration Division at 1749 3rd Avenue South, Lake Worth Beach, FL 33460. All information fields must be completed and all application and administrative documents provided before this application can be processed. Requests are not accepted until the application has been reviewed for completeness and all application criteria have been met.

APPLICATION PROCESS

(PLEASE READ CAREFULLY)

In order to obtain a Temporary Outdoor Dining Area Permit, this application must be completed, signed and the required documents must be submitted to the Administration Division of the Public Works Department.

<input type="checkbox"/>	1) A copy of a valid City of Lake Worth Beach business tax receipt for the business entity requesting the Temporary Outdoor Dining Area permit to operate the bar/restaurant that is adjacent to the proposed Outdoor Dining Area. [MANDATORY]
<input type="checkbox"/>	2) A copy of a valid City of Lake Worth Beach Use and Occupancy Certificate for the building where the business requesting the Temporary Outdoor Dining Area permit will be located. [MANDATORY]
<input type="checkbox"/>	3) A copy of your valid Certificate of Insurance (naming the City of Lake Worth Beach as additional insureds) with the following coverage, limits, and requirements: [MANDATORY] Applicant shall furnish and maintain public liability, food products liability, liquor liability, and property damage insurance for all claims and damage to property or bodily injury, including death, which may arise from operations under the business tax receipt or in connection therewith. Such insurance shall provide coverage of not less than one million dollars (\$1,000,000.00) for bodily injury or death to any one (1) person or any number of persons in any one (1) occurrence and property damage, respectively, per occurrence, or a combined coverage of not less than two million dollars (\$2,000,000.00).
<input type="checkbox"/>	4) Photographs, drawings, or manufacturers' brochures, fully describing the appearance, and physical features of all Outdoor Dining components or other objects relating to the area. [MANDATORY]

ONE (1) COPY OF THE APPROVED PLANS MUST BE STORED ON-SITE AND MADE AVAILABLE TO CITY UPON REQUEST. THE APPLICATION IS NOT APPROVED UNTIL THE **PUBLIC WORKS DEPARTMENT** ISSUES THE TEMPORARY OUTDOOR DINING AREA PERMIT. **PLEASE DO NOT BEGIN OPERATION OF A TEMPORARY OUTDOOR DINING AREA UNTIL A PERMIT HAS BEEN ISSUED OR IT WILL BE DEEMED A VIOLATION OF THE CITY CODE.**

1. GENERAL INFORMATION

Business Name:	
Applicant's Name / Title (if applicable):	
Business Address:	
Applicant Telephone No(s):	Applicant E Mail:
Are you the owner of the real property on which the Applicant Business is located? <input type="checkbox"/> Yes <input type="checkbox"/> No	
*Property Owner's Name for property on which the Temporary Outdoor Dining Area will be located (if different from the Applicant)	

Application is hereby made for the Temporary Outdoor Dining Area permit described hereon. The undersigned has reviewed this application and all information contained herein is true and correct. I understand that this is an application only and submission thereof does not authorize me to begin operation of the Outdoor Dining Area. I may begin operation only after a permit has been issued. I understand that the application and attachments become part of the Official Records of the Public Works Department and are not returnable. Any questions regarding this process shall be directed to the Public Works Department. I have read "City Code Chapter 19, Article IV, Sidewalk Cafes" and understand the regulations pertaining to sidewalk cafes.

Applicant's Signature _____ Date _____

Applicant's Printed Name _____

OFFICE USE ONLY

Total Square Feet _____

Alcohol License _____

DATE OF INTAKE	
APPLICATION COMPLETE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
CITY LICENSES CURRENT?	<input type="checkbox"/> Yes <input type="checkbox"/> No
REVIEW	APPROVED
PUBLIC WORKS	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A
PLANNING/ZONING	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A
FIRE	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A
POLICE	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A
RISK MGMT.	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A
OTHER DEPARTMENTS:	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A
Certificate of Use <input type="checkbox"/> Yes <input type="checkbox"/> No	
DATE OF FINAL APPROVED BY PUBLIC WORKS DEPARTMENT:	
APPROVING EMPLOYEE:	

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**Acknowledgment of Rules and Regulations for
Temporary Outdoor Dining Area and Maintenance Plan**

I, _____ acknowledge that I have thoroughly read and understand the rules and regulations contained herein which I received a copy of with my application for a Temporary Outdoor Dining Area permit. I further understand that failure to follow and obey said regulations will result in revocation of my permit to operate a Temporary Outdoor Dining Area.

I propose the following maintenance plan and schedule:

STATE OF FLORIDA)
COUNTY OF PALM BEACH)

Applicant Signature

BEFORE ME, personally came and appeared _____,
Who is personally known to me or produced identification in the form of a _____
and who executed the forgoing instrument, and acknowledged before me
that he executed said instrument for the purposes therein expressed.

Witness my hand and official seal this _____ day of _____ 20_____.

Notary Public

Printed Name

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Indemnification

In consideration of the issuance of a Temporary Outdoor Dining Area permit located at _____

under Business Tax Receipt number _____

I agree to indemnify, defend and hold harmless the City of Lake Worth Beach, its officers, agents and employees from and against any and all liabilities, damages, claims, costs or expense whatsoever including reasonable attorney's fees and court costs at trial and all appellate levels arising from or connected in any way with the use of the roadway and/or sidewalk, this agreement or any activity carried on under the terms of the Temporary Outdoor Dining Area permit granted to me.

Applicant Signature

(STATE OF FLORIDA)
COUNTY OF PALM BEACH)

BEFORE ME, personally came and appeared _____,
Who is personally known to me or produced identification in the form of a _____
and who executed the forgoing instrument, and acknowledged before me
that he executed said instrument for the purposes therein expressed.

Witness my hand and official seal this _____ day of _____ 20_____.

Notary Public

Printed Name



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Temporary Outdoor Dining Area Map

This page shall contain a professionally created map of the proposed Outdoor Dining Area including all tables, chairs, furniture, planters, and other items to be maintained as part of the area. Submit attachments to this page if necessary.

