



WALKWAY CAFÉ APPLICATION CHECKLIST

Less than 1,000 square feet

- ☐ Complete Application: Incomplete applications cannot be accepted.
- ☐ Application Processing: Applications and payments are only accepted online through [ProjectDox](#)
- ☐ Application Fee: See the [Fee Schedule](#)
- ☐ Proof of Ownership: Warranty Deed or property appraiser's information from www.bcpa.net
- ☐ Owner's Authorization Affidavit: If owned by a corporation an authorized agent registered with the State of Florida as listed on www.sunbiz.org must be the person that signs and the record from www.sunbiz.org must be provided. If the person signing is not listed as an authorized agent, then a corporate resolution showing that person is authorized to sign on behalf of the corporation may be provided.
- ☐ Hold Harmless Agreement: Completed City form
- ☐ Proof of Insurance: As specified in [§40.622](#) of the Code of Ordinances of the City of Margate.
- ☐ Licensing: Appropriate food vendor, liquor or catering licenses from the Florida Department of Business and Professional Regulations.
- ☐ Hold Harmless Agreement: Completed City form.
- ☐ Site Plan: A clearly drawn plan to an appropriate scale that provides all detailed information and necessary dimensions (listed below) about the site and surrounding area(s) to be impacted maximum page size of 24" x 36" in pdf format that is a minimum 300 dpi. Hand drawings can only be accepted if they are professionally drafted.
 - Existing Structure
 - Location of Walkway Café
 - Sidewalks and Internal Walkways
 - Landscape Areas
 - Driveways
 - Parking
- ☐ Floor Plan: A clearly drawn plan to an appropriate scale that provides all detailed information and necessary dimensions (i.e. setbacks, size of event area) about the site and surrounding area(s) to be impacted maximum page size of 24" x 36" in pdf format that is a minimum 300 dpi. Hand drawings can only be accepted if they are professionally drafted.
- ☐ Site Furnishings: Photographs and / or manufacturer's brochures of the site furnishings must be provided along with a clearly drawn plan to an appropriate scale that provides all detailed information and necessary dimensions (i.e. setbacks, size of event area) about the site and surrounding area(s) to be impacted. Maximum page size of 24" x 36" in pdf format that is a minimum 300 dpi. Hand drawings can only be accepted if they are professionally drafted.



WALKWAY CAFÉ REGULATIONS

Less than 1,000 square feet

§40.622(2) Walkway Cafes

- a. The walkway cafe dining area shall be located adjacent to the primary business, with a minimum four-foot clear pedestrian passage provided throughout. This minimum four-foot requirement shall be measured and maintained when chairs and tables are occupied.
- b. The walkway cafe seating area shall not interfere with the circulation of pedestrian and/or vehicular traffic.
- c. Tables, chairs, umbrellas, and any other objects associated with the walkway cafe shall be safe and convenient for users and passers-by. The design, materials and colors of such objects must be compatible with Section 40.5—Exterior building or structural color of the property maintenance standards of the Margate Zoning Code.
- d. Walkway cafes under one thousand (1,000) square feet require no additional parking;
- f. Cooking facilities are prohibited on the sidewalk with the exception of those temporary mobile facilities that are used in the finishing of meals that were substantially prepared inside the building. All cooking facilities permitted under this subsection shall be removed immediately when not in use;
- g. Audio/visual devices (televisions), are permitted in the walkway cafe dining area;
- h. Speakers are permitted that play the same music that would be played inside the dining establishment, as long as such music is not audible in the public right-of-way. Public address systems are prohibited;
- i. Awning signs meeting the specifications provided in Section 40.406(G) of this Code are permitted. Logos up to four square feet are permitted on umbrellas;
- j. The hours of operation for the walkway cafe shall be no greater than that of the principal restaurant;
- k. Upon the issuance of any advisory for potentially hazardous weather events, all outdoor furniture shall be removed from the walkway cafe dining area;
- l. The sidewalk area and all tables, chairs, umbrellas and any other objects associated with the walkway cafe must be kept in a clean, orderly and safe condition, and the area shall be cleared of all debris throughout the day and at the close of business.
- m. All tableware must be immediately removed at the close of business;
- n. No tables, chairs, umbrellas, nor any other part of a walkway cafe 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; and

3. Temporary suspension.



- a. The City may require the temporary removal of walkway cafes when street, sidewalk, or utility repairs necessitate such action.
 - b. The City may immediately remove or relocate all or parts of any walkway cafe in emergency situations; and
 - c. The City, its officers, and employees shall not be responsible for any walkway cafe components relocated during emergencies;
 - d. Denial, revocation or suspension of permit. The City may deny, revoke or suspend a permit for any walkway cafe if it is found that:
 - (i) Any necessary business or health permit has been suspended, revoked or canceled;
 - (ii) The permit holder does not have insurance which is correct and effective in the minimum amount described in this chapter;
 - (iii) Changing conditions of pedestrian or vehicular traffic cause congestion that necessitates the removal of a walkway cafe. Such decisions shall be based upon findings of the City Manager or his/her designee that the minimum four-foot pedestrian path provided is insufficient under existing circumstances and represents a danger to the health, safety or general welfare of pedestrians or vehicular traffic; and/or
4. The permit holder has failed to correct violations of this chapter or conditions of his permit within seven days of receipt of a City notice of same.
 5. Tables, chairs and other vestiges of the walkway cafe may be removed by the City, and a reasonable fee charged for labor, transportation and storage, should the permit holder fail to remove said items within 36 hours of receipt of the City's final notice to do so for any reason provided under this chapter.
 6. A revocation or suspension of a permit shall be authorized only upon seven days' notice to the permit holder at the address listed on said permit. During said time, the permit holder may offer any documents or any other evidence why the permit should not be revoked.
 7. Upon denial or revocation, the City shall give notice of such action to the applicant or the permit holder in writing stating the action taken and the reason thereof. If the action of the City is based on subsections (a) (2) or (3) of this section, the action shall be effective upon giving such notice to permit holder. Otherwise, such notice shall become effective within seven days unless appealed to the City Commission within five days' notice of the decision of the City Manager or his/her designee.



WALKWAY CAFÉ APPLICATION

Less than 1,000 square feet

Subject Property Address: _____

Subject Folio Number(s): _____

AUTHORIZED AGENT INFORMATION

Name: _____

Address: _____

Phone Number: _____ Email Address: _____

APPLICANT INFORMATION (IF DIFFERENT THAN THE PROPERTY OWNER)

Name: _____

Address: _____

Phone Number: _____ Email Address: _____

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Phone Number: _____ Email Address: _____



OWNER'S AUTHORIZATION AFFIDAVIT

I hereby certify that I am the owner or authorized signatory of the property located at

being the subject property for this Walkway Café application, and I hereby grant authorization to

_____ to file an application with the City of Margate for approval of the same.

Print owner's or authorized signatory name

Signature of owner or authorized signatory

Owner/Agent Phone Number: _____

Email Address: _____

Owner/Agent Address: _____

STATE OF FLORIDA COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, ____ (year), by _____ (print name of person making statement).

(Signature of Notary Public - State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

☐ Personally Known ☐ OR Produced Identification

Type of Identification Produced _____



WALKWAY CAFÉ HOLD HARMLESS AGREEMENT

Name of Business: _____

Location: _____

Pursuant to the requirements set forth in §40.622 of the Code of Ordinances of the City of Margate, Florida, the applicants(s) for the walkway café described above do(es) hereby agree to hold harmless the City, its officers, and employees and shall indemnify the City, its officers, and employees for any claims for damages to property or injury to persons which may be occasioned by any activity carried on under the terms of the permit.

Print applicant's name

Signature of applicant

Print applicant's title

Print applicant's organization/company

STATE OF FLORIDA COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, ____ (year), by _____ (print name of person making statement).

(Signature of Notary Public - State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

☐ Personally Known OR ☐ Produced Identification

Type of Identification Produced _____