



City of Florence

Annual Sidewalk Cafe Application

City Hall ~ 250 Hwy 101, Florence, OR 97439
(541) 997-3437 – www.ci.florence.or.us

Please see reverse for information about the sidewalk cafe approval process.

Name of Business:		
Physical Address:		
Mailing Address:		
Please describe how patrons will be monitored with particular attention to alcohol consumption: <i>(Example: Wait staff will check patrons every 5 minutes, security system provided, etc.)</i>		
Has appropriate OLCC licensure for outdoor sales been secured?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If No... Please contact the Oregon Liquor Control Commission. Eugene (541-686-7739) 927 Country Club Rd, Suite 200 Eugene, OR 97401
Will area provide seating for more than 20 patrons?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes... Please check with Planning Department concerning parking requirements of FCC 10-3

Property Owner Information

Name:			
Mailing Address:		City, State, Zip:	
Phone:		Email:	
Please submit written permission from property owner if different than business owner.			

Additional Information Required

Below is a check list of the required information for the City of Florence to complete the review of your application:

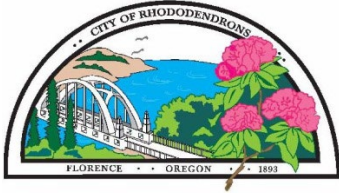
<input type="checkbox"/> Drawing of area to demonstrate that: <ul style="list-style-type: none"> • There will be a minimum pedestrian passage through the right of way of at least five feet in width • Use of the right of-way will be in compliance with vision clearance provisions of the City Code (<i>Title 8 Section 2</i>) 	<input type="checkbox"/> Proof of at least \$1,000,000 (one-million dollars) coverage in a general liability insurance including the sidewalk area.
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Primary Contact Information

Contact Name:			
Mailing Address:		City, State, Zip:	
Contact Phone:		Contact Email:	

- I certify that I will assume all risks associated with the use of the right-of-way
- I certify that I will contact the City of Florence should any of the information listed above change.

Signature:		Date:	
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City of Florence

Annual Sidewalk Cafe Information

A Sidewalk Café License is required per FCC 8-2-4-1-D, to conduct sales of food or beverages along a City right-of-way. All licenses expire on December 31st of each calendar year. Restaurant owners must apply for a new sidewalk café permit for every calendar year they wish to operate restaurant sales along the City right-of-way.

There is a \$27 fee for sidewalk café permits.

Once a complete sidewalk café application is submitted, City staff will verify that the following conditions are met:

1. The applicant assumes all risks associated with the use of the right-of-way
2. The applicant obtains liability insurance in a form and amount determined by the City Manager
3. The applicant lawfully operates a restaurant adjacent to the right-of-way for which the applicant seeks a permit.
4. The owner of the restaurant property consents to the issuance of the permit.
5. The applicant demonstrates the use of the right-of-way will not interfere with existing utilities, pedestrian use of the right-of-way nor pose a hazard to vehicular traffic. The applicant must demonstrate that, at a minimum there will be a pedestrian passage through the right-of-way of at least five feet in width and that the use of the right-of-way will be in compliance with vision clearance provisions of this Code.
6. The applicant shall obtain and maintain compliance with all other necessary federal, state, and local permits and licenses
7. The restaurant is located continuous to the right-of-way to be used for sales.
8. The applicant demonstrates that seating in the right-of-way will be provided for no more than 20 persons or if seating is provided for a greater number, that off-street parking as required by Chapter 10-3 of this Code is provided in a ratio of no less than one parking spaces for each four seats over and above 20.

Please be aware that Sidewalk Café permits may be revoked by the City Manager in the following circumstances:

1. If the operator of the sidewalk café violates the City Code or state or federal law.
2. If the conditions specified are no longer being met.
3. If the operator of the outdoor café presents a danger to person or property.

Once your application is complete, please return to the City of Florence by email with all necessary documentation including:

- Program Application
- Drawing of area to demonstrate that:
 - There will be a minimum pedestrian passage through the right of way of at least five feet in width
 - Use of the right of-way will be in compliance with vision clearance provisions of the City Code (Title 8 Section 2)
- Proof of at least \$1,000,000 Coverage in a general liability insurance policy including the sidewalk area
- \$27 Permit Fee