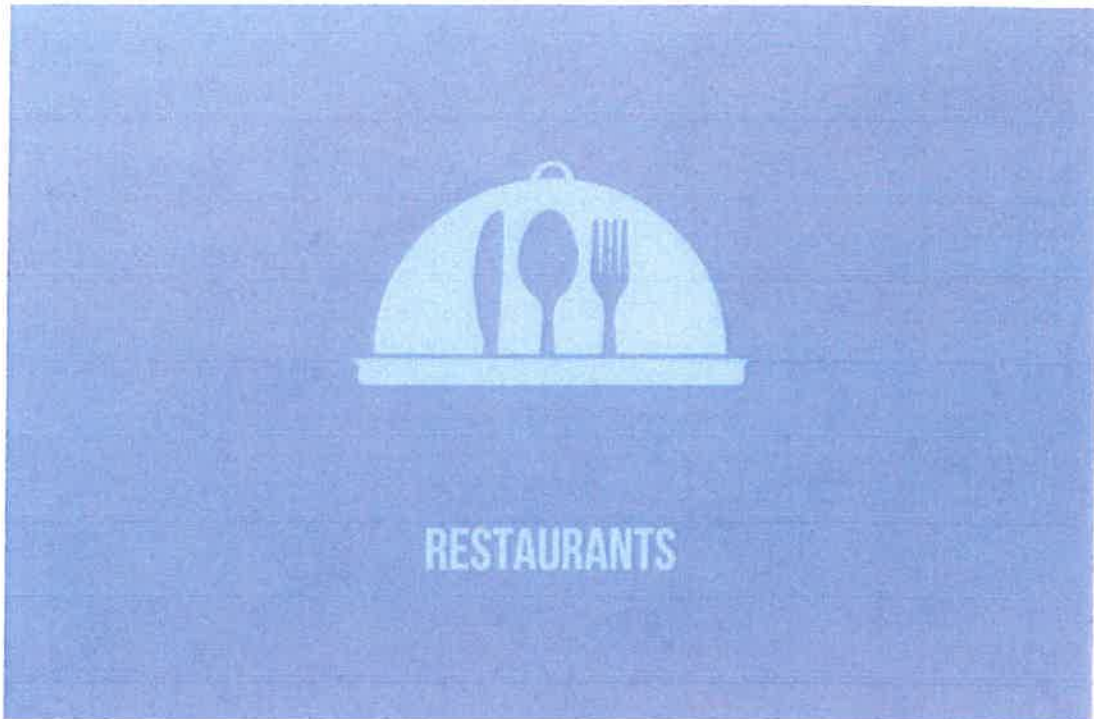


Restaurant Reopening and Recovery Program



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Business & Regulatory Affairs

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Miami Downtown Development Authority

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(786) 285-9407

Begins May 27th

Dine-In Restaurant Reopening Guidelines

Restaurants located in the City of Miami are now approved to serve dine-in customers, with specific rules and guidelines in place to keep diners and workers safe. All Miami restaurants must follow the reopening guidelines established by Miami-Dade County, which are available for review via the link below. Note that valet parking services are prohibited at restaurants located in the City of Miami until further notice.

Small Business & Loan Assistance Restaurant Recovery Program (Outdoor Café Temporary Permit)

In an effort to help Miami restaurants get up and running following the COVID-19 shutdown, the City of Miami has created the Restaurant Recovery Program, which allows restaurants to temporarily add or expand outdoor seating areas while meeting social distancing requirements. To read Restaurant Recovery Program Guidelines, visit:

<https://www.miamigov.com/Government/Reopening-Miami/Restaurant-Reopening-and-Recovery-Program>

To apply, click here:

<https://us.openforms.com/Form/98079a7d-537d-4a59-b6db-f3d1a42ffeaf>

Before applying, prepare the following documentation:

- I. **Proof of Insurance** – Photo/Electronic Copy
([See SAMPLE](#) here)
- II. **Our Business Tax Receipt (BTR)** – Photo / Electronic Copy
- III. **Your Alcohol License Number (If Applicable)**
- IV. **A narrative** description of the design concept, intended use for the space, furnishings to be included, enhancement of streetscape, and maintenance plan ([See SAMPLE](#) here)

If you are a Downtown Miami restaurant owner and need assistance with the application, send us an email at grachova@miamidda.com.

Prepare Proof of General Liability Insurance

Prior to the issuance of a permit, the Applicant shall submit to the City a certificate of insurance with respect to Commercial General Liability with limits of at least \$1,000,000.00 per occurrence, \$2,000,000.00 policy aggregate, and affording coverage for premises and operations liability, personal and advertising injury, products and completed operations, and liquor liability, if applicable. In addition, the applicant shall submit a certificate of insurance in terms of workers' compensation subject to the statutory limits of the State of Florida including waiver of subrogation in favor of the City. The City reserves the right to request umbrella liability, or any additional insurance requirements as may be warranted in connection with the operations contemplated under this permit. The certificate must reflect primary and noncontributory language with respect to general liability, and list the city and MPA as an additional insured on all third party liability policies including liquor. The insurance herein required shall remain in full force and effect at all times during the entire term of the permit, and shall afford coverage on all outdoor dining activities in the public right of way, as well as any other additional location or premises used by the Applicant in connection with this permit. Additionally, all such insurance shall be subject to review and approval by the City's Risk Management Department.

Companies authorized to do business in the State of Florida, with the following qualifications, shall issue all insurance policies required above:

The company must be rated no less than "A-" as to management, and no less than "Class V" as to Financial Strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent. All policies and/or certificates of insurance are subject to review and verification by Risk Management prior to insurance approval.



City of Miami
 18075 NE 103rd Street, Suite 100, North Miami Beach, FL 33161
 CITY OF MIAMI, 441 S.W. 2nd Ave. 6th Floor, Miami, FL 33130
 Phone: (305) 375-1919

**THIS IS NOT A BILL
 DO NOT PAY**

Effective Year **Oct. 1 2019 Thru Sep. 30 2020**

RECEIPT FOR **Flagler Street Construction**

ISSUED **Nov-20, 2019** TOTAL FEE PAID **0.00**

ACCOUNT NUMBER **433500**
 RECEIPT NUMBER **19000000**
 NAME OF BUSINESS **Flagler Street Construction**
 DBA
 LOCATION **166 E FLAGLER ST**

IS HEREBY IN COMPLIANCE
 TO ENGAGE IN OR MANAGE
 THE OPERATION OF: **ADMINISTRATIVE OFFICE**

Adele Valencia
Code Compliance Director

2020

The receipt of a business tax report does not
 constitute an approval by the Finance Department.
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 constitute an approval by the Finance Department.
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OUTDOOR CAFÉ APPLICATION GUIDE

Outdoor Cafe - Temporary Permit

My progress: 43%

Describe the Proposed Expansion

Please provide a narrative description of the proposed expansion. Provide a rough sketch or map of the public right-of-way area of your existing operation and the property.

Would you like to see a sample description before starting?

No

Yes

[View Sample Description](#)

Please describe how you intend to use the space. Are you expanding to sidewalk, parking space, or private property? Tell us about the approximate dimensions and if there are any existing obstructions (signs, lights, poles, trees, etc.). **Required**

Please tell us what furnishings you will be using. List the number of tables and chairs with sizes. What the distances between and around furnishings? Describe any other important factors. **Required**

Please describe decorative elements you will be using to enhance the streetscape (Example: umbrellas, tents, planters, etc.) Important Note: Planters can NOT be used as barricades. **Required**

How do you plan to maintain the property? **Required**

Please describe what protective devices (barriers, delineators) you will use to provide protection against bicycles and pedestrians. **Required**

Please describe how the space will comply with the American Disabilities Act (ADA) requirements. **Required**

If you have any supplier, vendor, or vendor products that you would like to display, please upload them here.

[Select file](#)

[Upload photos](#)

[Go to My Progress](#)

[My Progress](#)

[My Progress](#)

“Our outdoor café will be located on the sidewalk and in the parking lane in front of xxx SE 3rd Ave to provide additional seating for up to 60 restaurant patrons beyond what our indoor space can accommodate.

The existing sidewalk area is approximately 8 ft wide and 150 ft long, with a streetlight near the center of the sidewalk and one tree on the north side. There are no fire hydrants or crosswalks in the proposed area. There are parking spaces for about 6 cars directly in front of our business.

We propose to place 8 tables that are 48” x 48” in the parking spaces with 4 chairs at each table, and 6 tables that are 36” x 36” on the sidewalk adjacent to the building front with two chairs at each table. Tables will be placed 9 ft apart to provide 6 ft of separation between patrons while seated with 3 ft of circulation area

Tables in the parking space area will be covered by umbrellas, except for two that will be covered by 10’ x 10’ tents. Decorative planters will be placed between tables to help maintain separation and at both ends to enhance the area for patrons.

Tables will be cleaned and area swept after each change of patrons. At the end of the evening the entire outdoor area will be swept and all trash removed. Any damaged chairs, umbrellas, or other materials will be removed upon notice. Barriers, temporary ramps, and umbrellas/tents will be inspected daily to ensure they do not create any risk to the public

The outdoor café will be protected with continuous water filled barriers placed along the outer edge of the parking lane and at both ends. We will place flexible delineators at both ends of the outdoor café.

There will be one 4 ft ramp located in the center of the café area to provide ADA access to the seating area. There is one entrance to our building located approximately center of the area where patrons will check in. We will maintain a 36” pedestrian lane for walkers along the length of the sidewalk.”

Outdoor Cafe - Temporary Permit

Submission date:

Receipt number:

Related form version:

Question	Response
Tell Us About Your Business	
What is your Restaurant / Corporation name?	
If you are using a fictitious name, please tell us what it is.	
Business Address Line 1	
Business Address Line 2	
City	
State	
Zip	
Tell Us About Your Sidewalk Cafe	
Is your proposed Sidewalk Café located solely in the frontage of your restaurant?	
Do you own or lease property?	
When was the start date of your lease?	
Does your food establishment sell alcohol?	
What is your alcohol license number?	
Describe the Proposed Expansion	
Would you like to see a sample description before starting?	
Please describe the design concept.	
Please describe how you intend to use the space. Are you expanding to sidewalk, parking space, or private property? Tell us about the approximate dimensions and if there are any existing obstructions (signs, lights poles, trees, etc).	
Please tell us what furnishings you will be using. List the number of tables and chairs with sizes. What the distances between and around furnishings? Describe any other important factors.	

<p>Please describe decorative elements you will be using to enhance the streetscape (Example: umbrella, tents, planters, etc.) Important Note: Planters can NOT be used as barricades.</p>	
<p>Please describe your plan to maintain the property.</p>	
<p>Please describe what protective devices (barriers, delineators, etc) you will use to provide a physical separation between customers and traffic lanes.</p>	
<p>Please describe how the space will comply with the American Disabilities Act (ADA) requirements.</p>	
<p>If you have any supplemental documents or pictures that you think would help describe your project, please upload them here.</p>	
<p>Applicant Information</p>	
<p>What is your (applicant) full name?</p>	
<p>What is your email?</p>	
<p>What is your phone number?</p>	
<p>Is your mailing address different from the business address?</p>	
<p>Mailing Address (Applicant)</p>	
<p>Mailing Address Line 2</p>	
<p>City (mailing)</p>	
<p>State (Mailing)</p>	
<p>Zip (Mailing)</p>	
<p>Document Upload</p>	
<p>Upload Your Proof of Insurance</p>	
<p>Please provide your Business Tax Receipt number.</p>	
<p>OR Upload Your Business Tax Receipt (BTR)</p>	
<p>Confirmation</p>	

Regulations that Apply to both Private and Public Spaces

Regulations applying to both Private and Public Space:

1. All indoor and outdoor seating counts toward occupant load.
2. The City of Miami waives all application fees.
3. Business will be responsible for maintaining safe operation at all times.
4. Must comply with requirements for Social Distancing.
 - o Maintain 6 feet separation between seats
 - o 6 feet between tables and pathways
5. Must close immediately if any employee or contractor tests positive for COVID-19.
6. Must keep a record of reservations for contact tracing purposes.
7. Must comply with Miami Fire Rescue fire department access rules.
8. Must meet minimum life safety requirements. Including:
 - o Keep all means of egress clear
 - o Keep fire lanes and fire staging areas clear
 - o Keep access to all hydrants and connection points clear
9. Must meet minimum Americans with Disabilities Act, (ADA) requirements, including:
 - o Minimum clearances and 3' wide accessible routes
 - o Ramps and slopes

10. Must create safe separation between vehicular traffic and pedestrians and diners.
11. Maintain access to public utilities, building, transit stops, and transient entrances
12. Restaurants and food establishments licensed to sell and allow on-premise consumption of alcoholic beverages within expanded dining.
 - o This program does not change the status of Restaurants not currently permitted to sell alcohol.
13. May erect tents and other shade structures
 - o All tents must abide by requirements listed below under "General Requirements for use of Tents or Shade Structures"
 - o Tents of 120sqft or smaller may be erected.
 - Individual 120sqft tents must be separated by 6' or more
 - o Tents larger than 120sqft must comply with I.F.I.A. tent handbook requirements and will require a building permit.
14. Businesses are responsible for activating spaces with chairs, tables, umbrellas, and barriers as needed.
15. Business are responsible for daily upkeep, litter cleanup, and maintenance associated with operations.
16. The permit shall be specifically limited to the subject area shown on the approved site plan.
17. Business are responsible for removal and restoring space to previous conditions for the following reasons:
 - a. The cessation of use

- b. The end of the program
 - c. Violations of permit conditions listed here or other legal requirements
 - d. The cafe poses a dangerous condition or threat to life or property such as:
 - i. Materials encroach into travel or bike lanes
 - ii. Materials limit required site-lines or visibility
 - iii. Structures become unsafe
 - e. Request by City due to a declaration of State of Emergency such as a hurricane
 - f. Business create modifications unapproved by the City
18. The Permittee must agree in writing to authorize the City to remove and restore space at the Permittee's sole cost in the event that any of the above conditions occur.
19. Dangerous or threatening conditions must be fixed immediately.
20. If non-threatening violations occur, the applicant will be notified and will be given a maximum of five (5) working days to remedy the conditions.
21. Permits will be terminated if violations are not fixed in 5 working days.
22. If a permit is terminated, sites must be returned to previous condition at the sole cost of the Permittee within three (3) calendar days.
23. When the encroachment causes a dangerous condition or threat of danger to life or property, the permit will be terminated without the five (5) day notice and removed immediately at Permittee's cost.
24. The City, at its sole discretion, may restore sites to their previous condition upon a finding that it is in the public interest for the City to fund or partially fund its removal.

25. Permits under the Program are separate from and shall not otherwise alter or amend the terms of any existing sidewalk café permits issued pursuant to Chapter 54-222, Article VI, of the City Code (the "Sidewalk Café Ordinance").

26. Typical requirements of the Sidewalk Café Ordinance are temporarily suspended.

27. Additional regulations may be found at:
<https://www.miamidade.gov/global/initiatives/coronavirus/business/openings-restaurants.page>